MINUTES OF MEETING BETWEEN

CIRCLES AND COW

AT COW OFFICES, 4.9.90 11 a.m.

Present: Jenny, Sarah, Liane (Circles), Jenny, Abina (COW)

Minutes: Abina

Last minutes: Unavailable

1. Jenny W went over meeting with Irene Whitehead last week.
   Abina went over last COW Directors meeting.

2. The group went over the brief and agreed to send a retyped
   version to Irene and Ian Christie.
   Research into charitable status is to be added.

   After the exchange of information, somebody will look into
   the liabilities arising from existing constitutions, contracts,
   etc. and list. Also to see NCVO re: winding up procedures,
   validity of existing contracts, etc.
   Someone to also compile models from existing methods of
   working.

   Decided that we would need a rigid timetable in order to get
   all the work done. WE'll gather information in September;
   Sarah to use information in order to proceed with research in
   October (with help from all others). Then the Business Plan
   will be drawn up and finalised in November. During this time,
   Circles will have to ballot members on any decisions made.

   Someone to write to BFI (Ian) to ascertain revenue and
   development and project monies available. Crucial to Business
   Plan. Need to know this by end-September. One way of gathering
   information is through a questionnaire. This needs doing now,
   possibly through Liz/Elaine (Circles) or CArmelita (COW).
   Best way to work could be to have meetings around various topics,
   e.g. education, amrketng, with each group reporting back
   results to co-ordinator. Questionnaire will ask a spread of
   users/filmmakers their opinions. Someone to draw this up and
   bring back to larger group for approval. To go to sample group of
   100 people, and to include competition for new name, with prize.
   It was agreed to pay anyone we consult for information £50 a
   day, to be taxable unless the person is Schedule D. We may need
   somebody at the end to type up the report for presentation.
   Questionnaire should be returned by end September. If BFI have
   facility for pre-paid postage, we will include envelopes for
   for return.
Sarah will come to next meeting with a timescale, which others will feed into. We need to draw up a list of people for Sarah/others to talk to, e.g. other distributors, experts in education, social services, theatrical release, tv, cable, sponsors, funders, europe.

Meeting closed 3.00 p.m.

Next meeting 11.00 11 September 1990 at Circles offices.