

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

ACTION

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.

Abina

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.

Abina

Someone to also compile models from existing methods of  
working.

Jenny/Liane

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, marketing, 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.

Abina

Sophia?

