

MINUTES OF MEETING BETWEEN CIRCLES AND COW

AT COW OFFICE - Tuesday 25th September 1990 at 2 pm

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

MINUTES: Jenny

1. Elaine Burrows had agreed to do the questionnaire and would present the draft to Circles Management Committee. It was agreed that copies of the questionnaire would be sent to 200 mailing list entries.
2. Sarah will begin co-ordinating the consultancy on a full-time basis from 1st October. Liane will be working full-time on her return from 3 weeks leave due to commence 2nd week in October. Sophia, a student placement, at Circles will be working part time. Circles' Management Committee will co-ordinate any other necessary office cover at Circles.
3. Abina briefly reported back on her meeting with Interchange. Interchange had outlined some of the possible options for merging which included winding-down only one company. Interchange recommended looking into registering as a charity and they have had considerable experience in this field. Abina stressed that it would be important for Circles to have had an audit for the period ending 31st March before the consultancy period was over. Sarah outlined some of the difficulties Circles was facing with their Accountants. It was agreed that COW would contact Sayer Vincent to check availability and in addition Circles would investigate alternative Accountants. Abina to compile all the legal information affecting the merger for October.
4. Jenny and Liane briefly gave an update on the work done so far around looking at both organisation's internal working methods. A completed document detailing advantages, disadvantages and recommendations would be completed by October.
5. LBGS had sent application form but the closing date was at the end of the week and did not give enough time for the groups to put together an application. GLA had indicated that the groups could not apply for next year's funds for the new organisation in advance. It was agreed that Sarah should meet with Felicity to discussing funding for next year.
6. The meeting discussed the importance of planning and development in the new organisation. It was agreed that the organisation's public profile should be developed at festivals and conference. Publicity material should be of a consistent standard etc.
7. It was agreed that Lianne should contact Women Make Movies to arrange a visit during her holiday in New York.

8. Jenny to put together a list of contacts in television for Sarah.
9. Jenny had had a brief meeting with Irene Whitehead and another meeting had been arranged for November 1st at 10.30 am.

DATE OF NEXT MEETING TUESDAY 2nd OCTOBER 1990

**ACTION**

**ABINA**

Compile information on Legal structure etc  
Write to Dieter Kosslick (carried forward)

**LIANE**

Compile information on Circles/Cow internal methods  
Meet with Jenny to discuss contacting Women Make Movies

**TONNY**

Compile information on Circles/Cow internal methods  
Meet with Lianne to discuss contacting Women Make Movies  
Collate names, telephone nos of contacts within television for Sarah. Also contact AIP

**SARAH**

Arrange meetings with Felicity, Tv companies, Jane Balfour and AIP