

## Minutes of meeting held on 4/1/2017

**Present: Nic.C, Amy, Sean, Dan, Victoria, Nic.B**

### Apologies

1.	<b>Welcome and introductions</b>	<b>Actions</b>
	Some members unable to attend	
2	<b>Minutes signed off</b>	
	Minutes signed from November	
3.	<b>Manager's report</b>	
	<ul style="list-style-type: none"> <li>• In Dawns absence</li> <li>• Number Mon 13/12, Tues 17, Wed 11, Thurs 16, Fri 8</li> <li>• Tuesday and Thursday now at max intake so closed</li> <li>• New book case arrived, old to be removed</li> <li>• Emma to do Dbs for our setting asap</li> </ul>	Victoria
4.	<b>Treasurer's report</b>	
	<ul style="list-style-type: none"> <li>• Angelika- two less invoices</li> <li>• Software still to be resolved</li> <li>• Figures needed from Hope for next meeting, ingoing, out goings savings, so we can gage the financial situation, some forecasting if possible,</li> <li>• Sundries to be discussed on next agenda</li> </ul>	Hope
5.	<b>Chair's report</b>	
	<ul style="list-style-type: none"> <li>• Dawns contract looked over, some alterations noted</li> <li>• Policy's needed to go with contracts</li> <li>• Set up a review meeting with Dawn</li> <li>• Check if there is an employee's handbook</li> <li>• Deputy emma to start on 5/4/17</li> </ul>	Amy Nic.B Amy
6.	<b>Fundraising</b>	
	<ul style="list-style-type: none"> <li>• New years party 7thjan, everyone to bring some food, Dan snowman game, Amy glitter tattoos, Victoria pass the parcel,</li> <li>• Going forward Ecotricity funding possible for a project, possibly forest project, wild flower garden, ask Dawn her thoughts on ideas</li> <li>• Funds 4 schools clothing collection, letters to be printed, collection between the 6-10<sup>th</sup> feb, Victoria.</li> <li>• Cotton bags for mothers day £5 each natural print purple, 50 bags to order, cost 3.36 per bag with a profit 1.64,</li> </ul>	Nic.C  Victoris,Amy  Victoria
9.	<b>Any other business</b>	

	<ul style="list-style-type: none"><li>• Thoughts on a whiteboard easel for outside, to inform parents on current activities</li><li>• Website live, few things to change suggestions for content welcomed</li></ul>	Sean
<b>10.</b>	<b>Next meeting</b>	
	Tuesday 21 <sup>st</sup> February 7.30 at The ship inn	