

**Report**

# **Minutes of the 2nd meeting of ALERC**

**Darwyn Sumner, Adam Rowe, Eric Fletcher, Nicky Court, Mark Wills**

**Association of Local Environmental Records Centres  
2, 1-6 (2009)**

**Thursday 2nd July 2009**

**Birmingham Carr Lane Church**

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## Association of Local Environmental Records Centres

### Meeting of Directors

11.30 am – 3.30pm, Thursday 2<sup>nd</sup> July 2009

Birmingham Carr Lane Church

## AGENDA

1. **Apologies**
2. **Notes of last Meeting**
3. **Matters arising – not dealt with on agenda**
4. **Update on Company formation (Nicky Court)**
5. **Current financial liabilities**

SHORT LUNCH BREAK (circa 12.30 pm)

6. **Action Plan for period following company formation:**
  - a. **Publicity: Launch/press release**
  - b. **Setting membership rates**
  - c. **Recruiting members**
  - d. **Banking**
  - e. **Establishing priorities**
  - f. **Establishing Working Groups**
  - g. **Logo and corporate identity**
  - h. **Staffing of ALERC**
7. **Any Other Business**
8. **Date(s) of next meeting(s)**

# Minutes of the 2nd meeting of ALERC

Minutes of ALERC Meeting 2/7/2009 Birmingham Carr Lane Church

Present: Adam Rowe, Eric, Nicky, Darwyn, Mark

Chair – Adam

## 1. Apologies

Craig, Tim

## 2. Notes of last Meeting

Some notes available from both Henri and myself. Basically we just sorted out the constitution. -

Will assemble something for next meeting

## 3. Matters arising – not dealt with on agenda

## 4. Update on Company formation (Nicky Court)

Nicky tweaked CIC36 a little. N signed it in front of a solicitor. Companies House have acknowledged receipt and will get back to NC within 5 days to accept or reject it. NC will send full copies once Companies House has accepted it. £5 cheque for solicitors and £35 sent to C.H. Note that the registered office was altered to be SEWBREC offices (via emails since last meeting)

AR noted that once the paperwork was through – we had to get on with our work.

## 5. Current financial liabilities

### a. The above costs

### b. Outstanding conference monies

1. Melanie Hardy of TVERC mentioned outstanding costs arising from the conference – NC will contact both her and Tim to ascertain.

### c. Travel –

1. (Policy: the option should always be available for travel costs to be reimbursed from ALERC although some may claim their expenses legitimately from their employers. Claims must be submitted within a month to NC.
2. Car expenses – ALERC will pay the 40p per mile unless the price of the open return train fare is cheaper.

### d. Darwyn Sumner

1. 123-reg is ca £60 and Adobe anything up to £300. Suggestion made for payment for time I have previously spent – basically website plus researching MAA.
2. NC proposed original ALERC salary of £100 per day (similar to OPAL contract). DS will charge the following: 10 website plus 5 for MAA. In future times for jobs will be recorded.
3. Mention was made of offers of assistance for website
4. Total was about £2000 liability plus unknown quantity for conference.

SHORT LUNCH BREAK (circa 12.30 pm)

## 6. Action Plan for period following company formation:

### a. Publicity: Launch/press release

The following places were considered as places where publicity might be directed:

1. Website, Forum, NFBR
2. Repackaged MAA suitable for presenting to NFBR (AR to do – before 14th July). (DS to forward data quality debate pdf to ALE)
3. RC council)
4. Forum item should aim at LRCs and be friendly. It should be a coordinated launch as website needs updating as well. Email addresses on website need to be fixed.
5. ALGE, IEEM
6. British Wildlife
7. FSC - ? publicity
8. Regional BAP coordinators and LRCs

### b. Setting membership rates

NC provided an analysis of likely income based upon the suggested membership rates as provided by the ALERC steering group (with a Modification of Medium LRC to be 3-4 staff) and the NE analysis of LRCs to give use an estimate of £14,000. AR proposed that the Large LRC fee should be £500. AR proposes a half year sum just to get things running.

Orig	AR	£ (orig)	EF/agreed
Developing	0-1		75 75
Small	1-2		150 200
Medium	3-5	3-4	250 350
Large	6+	5+	350 500

### c. Recruiting members

Organisational Member (LRCs)

Individual Members (ex employees of LRCs) comprising:

Volunteers working on core LRC tasks within LRCs

Honorary – appointed by ALERC and reviewed annually

The task of recruiting (in order to get LRCs to sign up) needs to be regionally based = the ALERC directors debated how to set about doing this, which ALERC-friendly people who would help us do this and where gaps in our coverage might be. It was anticipated that this would be ... BRISC contact was needed to approach the Scottish. I'll do IoM and Norfolk as well (rest of list from Nicky) – need to tell Craig and Tim!

### d. Banking

Pursued the options for community banking (Coop being mentioned)

Signatories for the bank account will be Nicky Court, Adam Rowe and Darwyn Sumner.

### e. Establishing priorities

Website/databases

Update LRC databases and borrow a Google map for LRCs from Cheshire

Find out how much NFBR are getting for this (or not getting!)

LRC database – it would be nice if a link were established to website – this would give value to LRCs (DS action) – the mappy stuff being the database. I will contact NFBR/NBN to get this task/payment passed formally to us.

SF mentions security and members pages (a vault or storage space for goodies – like the Recorder or NBN download pages) (DS to speak to Dan) plus News page updated

Articles/publications

ALERC pages within NFBR newsletter

Forum – are we moderating membership (DS (and Mark as he has other things to discuss with him) to ask Charles)

NBN Statement of intent – AR

Conference

Potential venues – ideas were knocked around. Yahoo and Forum postings to be used to establish venue, topics (plotting a course for LRCs – what they want from ALERC – working groups will be workshops) – in February

### f. Establishing Working Groups

A list of the WGs and a couple of people to help steer these groups:

- **A. Technical and data management**

Mark, Craig

- **B. Training and skills**

Tim,

- **C. Accreditation**

Nicky

- **D. Communications: Marketing and promotion**

Eric, me

- **E. Business**

Adam

- g. g. Logo and corporate identity**

On the forum – an invitation to submit a logo (NC)

- h. h. Staffing of ALERC**

DS was authorised to work 1day per week for the next 6 months – this time to be recorded. DS was asked to constrain this to 20 days before Christmas.

- i. Representation for ALERC on other groups/committees**

The representation of ALERC to other organisations will be shared around the Directors for the time being.

**7. Any Other Business**

None

**8. Date(s) of next meeting(s)**

Set up a Doodle as soon as I hear from Nicky about Companies House.

At this point, as the meeting closed, Darwyn Sumner who had been compiling these minutes indicated he would be on holiday the following day. The Word file was therefore passed to another Director (was it Mark Wills) for circulation. Hence the unfinished format of which this is only a better formatted version.