

**Minutes of the Committee Meeting of the Student Cross Association,  
held on Saturday 13 October 2019, in St Thomas More Leicester.**

<b>Present:</b> Sarah Browncross (Midland)	Brian Roberts (Oxford)
Clare Byrne (Treasurer)	Ed Snape (OEM)
Michèle Crawford (Trustee, Secretary)	Gwilym Stone (Easter)
Paul Fay (Trustee)	Damien Sweeney (Trustee)
Alison Gelder (Essex)	Helen Vale (Peg)
Craig Ince (G.O.D. 2020)	Gemma Webb (Northern)
Judith Gibbons (Ely)	Murray White (Trustee)
Una Moran (Trustee)	Andy Wilson (Wells, Vice-Chair)
Jon Riley (Chair)	Jack Woodruff (OEM)

**Apologies:** Jacque Ryan (OEM), Emma Castle (Midland), Paul Wilkinson (Kettering), Maria Levesley (Wensum), Matt Neville (R.O.D)

Jon welcomed everyone to the meetings and introductions were shared.

The **Minutes** of the Committee Meeting on Holy Saturday 2019 in Walsingham had been circulated. It was proposed by Alison Gelder, seconded by Brian Roberts, and agreed unanimously that these were a true record.

## 1. Matters arising

a) Reports from break out groups last year:

**Card readers:** Ed reported that he had researched a variety of options; costs ranged from £150 - £200 for the machine with transaction fees of 1.5% - 2.00 %; some have monthly subscriptions. Doubts were raised about the ethical desirability of using a PayPal backed system.

It was **agreed** that at present a cash system is more in keeping with our needs of one a year; in future years this issue may be re-considered. **Ed was thanked** for his report and for his research into this issue, for which we now have a basis for any future considerations.

b) **Andy** is now **storing the merchandise**.

## 2. Financial

a) Clare reported that in our three Bank accounts we have £17,222.21; the estimated balance by Holy Week, allowing for known future contributions, will be £20,547.71. This does not include interest, which is negligible, or Gift Aid. Two regular donors have discontinued, one new donor has started and there have been two “one off” donations. Our regular monthly income is therefore reduced by £20.

**The amount distributed in 2019 , £5, 515.50**, was broadly similar to the previous year; we increased all categories of grant by £5 but there were fewer pilgrims overall and fewer requests from the family Legs. We have 33 monthly donors. Merchandise at Walsingham raised £280.80; **thanks were expressed to Gemma** who organised a team on the stalls.

b) **Jon** explained the reasons for maintaining a healthy balance in the Bank: to guard against sudden loss of donors and regular income; the uncertainty of what might happen to the Pilgrim Bureau in Walsingham, therefore planning for a year, or two, without the usual accommodation; the expectation that accommodation costs might rise considerably when the Pilgrim Bureau is fully refurbished. We can therefore fund the Pilgrimage in a situation of sudden change. A summary of this information will be put into the “Information for Leg Reps” sheet which they receive in Walsingham.

c) **Discussion of fund raising included:**

- a one-off donation when signing up to a Leg. **Murray** will look at the technical feasibility of adding an extra question on the booking form, but it cannot be done this year. He will report back.
  - possibility of making donation when filling in a general feedback, similar to Liturgy feedback (Craig)
  - a message on R.O.D.'s regular emails encouraging donations
- donations in envelopes at Walsingham have been tried, but there was no uptake
- a charity bucket; two needed, one for each Shrine accommodation. **Damien** will look into the purchase and **Andy** will store with the merchandise.

Clare reported that setting up standing orders can be difficult and we do not generally give out our Bank details widely, owing to fraudulent activity some years ago. It is easiest if donors set it up themselves via online banking.

### 3. Funding and Disbursement 2020

At the Trustees' Meeting it was agreed that funding should be the same as last year as it was increased then.

**Full Legs: £70 unwaged; £35 low waged.**

**Family Legs: Category 2: £35 per adult and £20 per child.**

**Category 3 unwaged family: £75 per adult and £40 per child.**

An additional £500 will be made available to R.O.D. for recruitment related activities. Costed proposals must be made and approved in advance. Grants paid will be managed by R.O.D who may decide priorities for this funding. Applications should go from R.O.D. to Treasurer and thence to Trustees for approval.

**Craig** will explain this to R.O.D. and they will both report back to the Trustees about the effectiveness of what this money was spent on. **Craig** will also clarify which expenses are drawn from the G.O.D. fund.

Legs should support their Leg reps by assisting with transport to this meeting if necessary; others not Leg reps could be assisted by the SCA. **Damien** will write a policy on travel costs, using a reasonable method of transport, and report back.

There was a warm **Vote of thanks to Clare for all her work as Treasurer.**

### 4. Merchandise

a) The following items were suggested for consideration over the lunch break: pens, friendship bracelets and bracelet kits, pin badges, Easter cards, postcards and stickers.

After the lunch break, the following items were discussed:

- There are a few CDs and some bags left (*Michèle has some books from her own stock*)
- Our obvious need is postcards and Easter Cards:
- Stickers: Jack will send round some designs and costs
- Sarah and Helen will investigate bracelets and other small jewellery items
- Damien will research cardboard pens/pencils with Leg names
- Jack will research new postcard pictures and options, liaise with Sarah and Ed Browncross
- Easter cards: Jon will email Helena Tayler and Susanna Tayler about originals and copyright

Leg reps should ask at reunions for people to send good photos to Jack.

It was proposed by Damien, seconded by Judith, agreed unanimously **that up to £500 be available for purchase of merchandise for Easter 2020.** Costed proposals are to be sent to Clare by the end of November. Merchandise could be delivered to Andy Wilson who is currently storing old merchandise.

### 5. Publicity

Damien will be sending out the current recruitment leaflets to parishes in January. Jon will liaise with Matt (R.O.D.) about publicity sent on the mailing list.

### 6. Website and Bookings

Murray has nothing new to report; **new SCA minutes and accounts will be uploaded.**

It was suggested that we might have a "**donate**" button on the website: Alison will liaise with Murray. Murray is happy to continue with the Website at present, but it would be good for a younger person to take it on, with a mobile phone version. Helen V suggested that her husband does mobile sites. There will need to be a small amount of alteration to fulfil new accessibility regulations. It was suggested that R.O.D. in his emails might ask if anyone were willing to take over the website.

### 7. Policies

- a) Travel policy
- b) Loans policy – the first line will be adapted.

## 8. A.O.B.

- a) **Treasurer:** Clare has reached the end of her five-year term as Treasurer; she is happy to stand again and has submitted her CV. It was proposed by Judith Gibbons, seconded by Jack Woodruff and passed unanimously **that Clare be appointed Hon Treasurer for a period of five years.** Leg reps were asked to start looking for an Assistant Treasurer who could come to meetings and be prepared to stand as Treasurer in five years' time. Clare was thanked for all her work as Treasurer and for being prepared to offer her services for another five year term.
- b) **Greenbelt:** thanks were proposed to all who attended Greenbelt from Student Cross; Judith will pass on to Polly that Student Cross will be invited again.
- c) **Leg Accounts:** there has been a big improvement in the presentation of Leg accounts. The next issue is to encourage accounts to be submitted on time. Ideally, Bank accounts should be in the name of the Leg; if a Leg is having issues with setting up a Bank account, they should inform Clare as soon as possible so that she can advise and keep abreast of their financial situation.  
Last year **Ed** re-drafted the note for Leaders regarding financial advice; he will send it to Craig for this year's leaders.  
Legs are strongly advised to have a Leg Treasurer to give continuity.
- d) **Trustees:** over the next few years we may be seeking new Trustees and we advise that anybody wishing to stand should have an understanding of the role and the SCA, therefore should gain experience of the SCA in advance of any nomination.

**Date of next meeting:** Holy Saturday, Walsingham, after Student Cross AGM and SCA AGM.

## Points for action

**Michele :** adapt the Info for Leg reps sheet with financial sentence from Clare re our reserves

**Damien:** get charity buckets; write policy on travel costs; research cardboard pens/pencils

**Ed:** send Leader financial advice document to Craig

**Judith:** pass information from Greenbelt to Polly

**Murray:** look at feasibility of adding a donation button to booking form

**Craig:** liaise with R.O.D. re funding for recruitment and expenses from G.O.D. fund; consider general feedback survey

**Clare:** send Michele the sentence about reasons for cash reserves to put in Leg Rep info sheet

**Jack:** stickers; postcard pictures

**Sarah and Helen:** research bracelets and small jewellery items

**Jon:** contact Helena Taylor re Easter cards; liaise with Matt re publicity on mailing list

**Alison:** liaise with Murray re donate button on website

**Leg Reps:** look out for potential Assistant Treasurer; ask people to send good photos to Jack