

## Items brought forward from previous Board Meetings

### Summary

At the June 2009 Board meeting a number of actions were agreed regarding membership of small groups. It was agreed that we would monitor the effects of these actions over a **six month** period and revisit the issue at this point to see if a Task and Finish Group was required to take this work further forward.

In addition the Board is asked to consider arrangements for reviewing the Assembly's Terms of Reference.

### Recommendations/Actions

1. It is recommended that the Board defers setting up a, 'small groups' membership, Task and Finish Group for the time being and continues with the current actions. Review membership again at March Board meeting.
2. Agree that a Task and Finish Group be set up to review the T.O.R before the March Board meeting **and** agree the membership for this Group.

## Membership of Small Groups

At the June 2009 Board meeting a number of actions were agreed regarding membership of small groups. It was agreed that we would monitor the effects of these actions over a **six month** period and revisit the issue at this point to see if a Task and Finish Group was required to take this work further forward. Therefore a summary of the progress against these actions is tabled here for consideration:

	Action	Progress
1.	Leaflet	Two leaflets produced, one to attract new members, one to give further information about the structure of the Assembly. A standard invitation letter is used inviting membership and a follow up letter gives further details of the Assembly including details of the Forums of Interest.
2.	Charity Commission List for Shropshire	There are over 1000 entries on this database and work continues to identify addresses and send out letters. Not all organisations turn out to be Shropshire based.
3.	Cross reference conference attendance against database & cross reference Forum of Interest membership against database.	The conference attendance has been cross-referenced against current membership and non-members invited to join. FOI membership has been cross referenced, where lists have been received, letters have yet to be sent out.
4.	FOI's & Community Council to Promote membership	Membership packs circulated to Board Members.
5.	Monitor website	3,245 individual views in the period

		01/07/2009 and 20/11/09. The post popular pages being the home page, the FOI main page and the latest news page.
6.	Monitor membership over 6 months	Membership was at 260 individual organisations on 13 <sup>th</sup> June. Membership now stands at 292 organisations.

The above actions are achieving steady progress in increasing membership. There is still mileage in continuing with these actions and I also have yet to make full use of the Community Working Teams, LJC, Town and Parish Council links & grass roots grants to target groups that are not registered with the Charity Commission. I would recommend that we continue with these actions for the moment and review again at the next Board meeting. I would recommend that we do not set up a Task and Finish Group at this stage.

### **Terms of Reference Task and Finish Group**

We are required by our constitution to annually review our Terms of Reference and present any proposed changes to the Annual Assembly Conference.

We therefore need to be in a position to agree what changes, if any, need to be made at our next scheduled Board meeting, which is in March.

The Board is, therefore, asked to accept the recommendation that a Task and Finish Group be established to review the T.O.R and task that Group with tabling a refreshed version of the T.O.R at the March Board meeting.

The Board is also asked to agree the membership of this Group.