

**Minutes of the Committee Meeting of the Student Cross Association,
held on Saturday, 15 October 2011 at Sacred Heart, Leicester.**

Present: Carmel Boylan (Northern) Celia Cameron (Essex)
Michele Crawford (Trustee, Sec) Kathryn Arblaster (London)
Steve Carpenter (Trustee) Steve Simmons (OEM)
Craig Ince (Midland) Ali Hodrien (G.O.D.2012)
Colin Macdougall (Peg, Vice Chair) Damien Sweeney (Trustee)
Murray White (OEM) Ruth Stanley (Chair)
Paul Wilkinson (Treasurer) Dave Stanley (OEM)
Clare Slade (Easter) Gez Carpenter (Kettering)
Clare Byrne (Ass Treas)

Apologies: John Bryden (Trustee); Paul Fay (Trustee); Dominic Shirt (OEM); John Lagrue (Ely);
Jon Riley (OEM), Danny Whitehouse (Oxford)

Minutes: The Minutes of the AGM and the Easter Committee meeting had been circulated.

Matters Arising:

1) from the autumn meeting November 2010

- a) Colin will write formally to Tim Gorringe who has agreed to become a Patron.
- b) Postcards have been produced.
- c) Options for online donations were shelved as it didn't seem viable for our donors.
- d) Paul Fay is still trying to locate dormant Peg Leg account and loan.
- e) If anyone has concerns about their name appearing on website, they should tell Murray and Michele.
G.O.D. may suggest to the Leaders at the Leaders' weekend that Leg application forms include a sentence for consent that photos may be taken during the week and used on the website.
- f) Damien will check whether we need permission for CDs to be sold in commercial outlets.
Dave will similarly check about selling on itunes.
- g) Paul W will send corrected accounts to Murray and Michele.

2) Arising from meeting on April 23rd 2011

It was proposed by Ali Hodrien, seconded by Craig Ince and carried that the minutes of this meeting, which had been previously circulated, were an accurate record.

New Student Cross Leg

The new Leg, as yet un-named but formed of Young Adults and their parents, (temporarily referred to in these Minutes as YAC) is being planned. Colin reported that the decision whether the new Leg will walk in 2012 will be decided by the time of the Leaders' Weekend. Some, but not all, accommodation has been planned and a recce will happen in half term.

Possible funding needs have not yet been addressed but it was agreed that a grant of £300 (the same level as that given to Peg and Wells) would be given to YAC if needed and the Swanwick Fund could help with start-up costs if required. If it transpires that a grant or loan is needed, the Trustees will be asked to approve it.

Financial report and discussion of financial matters.

- a) Paul W reported that Paul Gibson, who has kindly acted as auditor of our accounts for many years, has now retired. Ruth will send a card expressing our thanks.
Fergus Brotherton, the Financial secretary of the Diocese of Arundel and Brighton, as agreed to act as auditor for the Association.

b) Disbursement 2011

Last year it was agreed that the general disbursement was £5,000 with £2,000 for SCAB (Bursaries). In fact a total of £6,391.10 was disbursed: £5,600 on general grants and £791 on SCAB.

c) Reserves

There was discussion of an appropriate level of reserve money held by the Association; at present this is approximately £2,000, acting as a "safety net" in case a Leg should have unexpected expenses or an emergency. Income from donors is relatively stable; there has been a small decrease in Gift Aid income and interest rates are low. We do not wish to increase our reserves.

d) Bursaries

It was noted that in future they might be more bursaries needed by recent graduates. We need to encourage

applications for Bursaries from needy pilgrims and make clear the help available with costs, travel and essential kit.

Ali will discuss this with R.O.D. and Damien will take an explanatory letter to the Leaders' Weekend. Next year we will monitor the situation and see whether there has been an increase in the need for Bursaries.

It was suggested that Paul W might contact the Leaders just before Holy Week if there is still money available for Bursaries and encourage them to let him know if it can be used. Funds may also be available during the week and at Walsingham.

Paul W produces a financial information pack to be given to Leaders and Leg reps so that reps can reinforce this with Leaders during the week. It may be appropriate now to produce a new version and he will circulate to the Committee the form he currently sends to Leaders and gather feedback about whether there is any other information which might be helpful. Perhaps if more detail were included it could be discerned how we can help most effectively and create a clearer formula for calculating the general disbursement.

Ali will also encourage Leaders to consider fund raising for their Legs in the light of possible future needs increasing.

e) Disbursement 2012

1. It was proposed by Damien Sweeney, seconded by Steve Carpenter and passed nem con that provision for the new Young Adult Leg should be £300 grant and a start up loan of up to £500. This will be agreed by the Treasurer and three Trustees.
2. General disbursement will be £5,300 (inc. YAC) and £2,000 for Bursaries.
It was agreed that this level and proportions of disbursement will be reviewed next year in the light of the new Leg and the initiative to encourage applications for Bursaries.
These amounts were proposed by Kathryn Arblaster, seconded by Clare Slade and passed nem con.

Merchandise

- a) current stocks: over 500 postcards; some CDs;
clothing: 9 ladies' and 10 men's tops in grey; 4 medium men's in white;
a small number of the previous stock of ladies' fit tops; some navy tops.
"Behold the Wood" – Michele has a number of copies. Copies may be sent to new Patrons and one has been sent in response to an enquiry.
Pint pots: approx 25 – 30 are left. Paul W might buy some to use at the Chaplaincy.
- b) suggestions from last meeting were bibs, water bottles socks and buffs. Gez has a good example of a water bottle from her school.

c) Decisions for 2012

- we will try to have a good stock take and sell off as much old stock as possible
Ruth will contact John Bryden to arrange bringing the old stock.
- Kathryn will canvas opinions and research costs
- we will not buy any new stock this year
- Michele will bring small jars for donations of loose change on bars
- we will have a bowl for donations on the Association stall and at the AGM. Clare will liaise with Damien and look at the sample from Ruth to produce a Gift Aid envelope
It was proposed by Claire Slade, seconded by Celia Cameron and passed nem con that up to £50 may be spent on producing these envelopes and labels.

Website

- a) Murray agreed to add the AGM Minutes, the Easter meeting Minutes, the Leg rep information and the 2010 accounts to the Website. Committee members were asked to look at the Website and give any feedback to Murray.
- b) Leg pages will be updated after the Leaders' Weekend.
- c) There will be a link to the Website via clips on YouTube.
- d) Ruth will sort out the vox pop clips she took this year on London Leg.
- e) There was a vote of thanks to Murray for his work on the website.

Patrons

The new Patrons are Chris Baine and Tim Gorringe. Ruth will contact Tim Gorringe to see how he wishes to be titled on the new letterhead. Steve C may still have the artwork for the Student Cross Association logo. A thanks and summary card could be sent annually to the Patrons.

Elections of Chair and Vice Chair.

- a) Colin Macdougall proposed as Chair by Gez Carpenter, seconded by Paul Wilkinson; carried unanimously.
- b) Kathryn Arblaster proposed as Vice Chair by Carmel Boylan, seconded by Clare Byrne; carried unanimously.

AOB

- a) Michele explained that she had a "station" from Tom Coleman which she will take to liturgy meeting.
- b) Michele has sent in the Charity Commissioner return for this year.
- c) Claire proposed a vote of thanks to Midland for a donation of £128 collected at their reunion.
- d) Travel pot: the issue of travel expenses was discussed. Leg reps were reminded that they could claim costs as a legitimate expense from their Leg; Trustees and OEMs could if they wished claim from the Association Treasurer or Assistant Treasurer. Damien will deal with the donation for the Hall.
- e) Colin proposed a vote of thanks to Ruth for her work as Chair and to Michele for lunch.

The meeting closed with prayer by Paul Wilkinson.

Date of next Meeting: Holy Saturday 2012 in Elmham House, Walsingham.

It was suggested that we might wish to consider the Hall at St Peter's Leicester, for autumn meetings.