**Little Villagers Management Committee**

**Monthly Meeting Minutes**

**1 November 2012**

Here – Morag Dowie, Shona Patterson, Jane Hogg, Aileen Connor, Drew McLellan, Nikki Thom, Graham Spence, Elaine Mackie

Apologies – Rona Broom, Wendy Walsh, Alan Stead, Alison Hamilton

Minutes to be issued from previous meeting. **Action – Morag**

Minutes to be approved and uploaded to website. **Action – Alison**

**Administrative Update**

Action plan to be updated regarding successes etc ie introduction of email invoicing, video equipment purchased and being used. Key areas for development to be highlighted. This then to be approved and uploaded to the website **Action Alison by 30.11.12**

Alison to submit timesheet to Elaine each month to ensure that committee are making the best use of her time. **Action Alison**

Chairperson’s mail to be updated to ensure Parent Distribution List contains the correct contact details. **Action Alison**

***Invoicing - Action Alison*** Very positive feedback received, a few points to improve on

* Remove cheque option from bottom
* Include the period that the invoice covers
* Use Little Villagers email address to send as hotmail account is getting stuck in some parents’ junk filters.
* Provide Jane with a list each month of what’s been invoiced.
* Ensure letter regarding ceasing cheques being handed into club has been sent

Create Parental consent form for existing members for video and photos to be taken and uploaded to parental area of website. **Action Alison**

Add the above consent into the new application forms. **Action Alison**

**Finance Update**

Debts were discussed.

First stage debtor letters to be handed over to Alison. **Action Drew**

**Other**

New chairperson to issue letter regarding new committee members.

## DONM

Thurs 29th November 2012 7 – 9 pm Livingston Village Primary School