

**Minutes of a Meeting of the Young Liberal Executive Committee
Held on Saturday 19th January 2019
Online**

Present: The Co-Chairs (Callum James Littlemore, Dan Schmeising); **Finance Officer** (Finn Conway); **Communications Officer** (Harry Samuels); **Membership Development Officer** (Alex Howarth); **Non-Portfolio Officer** (Erin Yarrow); **Campaigns Officer** (Charlie Murphy); **International Officer** (Ben Whitlock); **Events Officer** (Huw James); **English Chair** (Jack Worrall); **Welfare and Accessibility Officer** (Katherine Macy)

Apologies: Policy Officer (Tara Copeland), **Welsh Chair** (Thomas Hughes), **Vice-Chair** (Hermione Peace); **Scottish Chair** (Becca Plenderleith);

Points of action:

- **Huw James, Nomi Farhi** – Book a single accommodation room at Glasgow University as a quiet room. Failing that, make Nomi's room in the hostel available as a quiet room during the day.
- **Huw James** – Look into booking Drawing Board in York for a YL social during Spring Conference. Also continue with preparations for the fringes.
- **Dan Schmeising** – Get a costing proposal for moving YL emails to Office365.

Callum James Littlemore opens the meeting at 1339hrs.

Minutes and Matters Arising

There were none.

2019 Budget

Finn Conway says the budget is the same as the document from the last meeting. Conversations were had with Scotland regarding the costs of their Freshers Fair, but which didn't lead to any meaningful difference in their budget. Finn will post it in the exec Facebook group now. Shouldn't need to read it over exhaustively, but it needs approving.

Callum James Littlemore gives people time to look over the budget for final approval.

Dan Schmeising suggests that we change the agenda's order in order to facilitate final approval of the budget.

Quiet Room

Callum James Littlemore says that future agenda items eg the Quiet Room might not rely on having a budget finally approved.

Katharine Macy states that it was unfair the way the Quiet Room issue was dealt with by the executive.

Huw James says that they tried to get a room for a Quiet Room which was within the budget. Glasgow University saw us coming and saw our need, and played us – they wouldn't offer us a smaller room. The Quiet Room proposed was £300 over budget. We could accommodate

that cost, but that is how it happened. The reason it was so last minute – for which I apologise – is because we needed to confirm the ticket costs, but the costs for it shouldn't come out of ticket costs.

Finn Conway says that in the budget, £500 was set aside for a Quiet Room. The cheapest way to do it at Glasgow was to get one across the two days. It would have cost £880 – which is over budget. It was an entire lecture theatre, which was the only thing the university was willing to give to us. When looking at the projected loss – currently it's going to be about £700 (we budgeted for £430) – but it would make the loss £1500, which would more than double the loss.

Katharine Macy says that it's not Welfare or whoever needs the quiet room's fault that it went over budget. This should have been looked into. It's irrelevant – we need to pay it because we said we'll do it, and the fact that the venue hasn't had the room is tough luck. I understand Nomi has a proposal which will sort this out but ultimately we have to have a room rather than none.

Finn Conway says that we said we'd do this but within the budget.

Nomi Farhi says that we should talk about solutions. What might be a solution this time round would be to contact the University of Glasgow, and instead of asking for a lecture room or a public room, we rent a halls of residence accommodation room, which is bound to come out way cheaper than a venue room, and Nomi can keep the key during the weekend to give out as needed.

Huw James says that Glasgow University Lib Dems are currently not allowed to book seminar rooms and so that is a non-starter. But we've definitely seen that we can't book a residential room because it's term-time. Regarding why we didn't know this earlier – we asked them to book a seminar room, they said they would, but they invoiced us for a lecture theatre. We currently haven't changed the invoice, but we may remove that room depending on the outcome of this discussion. We can amend our budget to do this, which is annoying but next time we'll know not to do it (ie the fuff) next time; we can hope that more than six people buy a ticket who don't need accommodation thus bringing a profit; or we could cancel it.

Nomi Farhi says that she knows it's termtime, but doesn't know any uni in the UK which doesn't have one residential room available at all. They usually keep some out to give to students' guests in case of parents coming over for graduation and so on. We could go back and ask for a single room rather than a mass booking, which might work.

Huw James worries that the Glasgow University conference team are there to upsell, and so wouldn't give us something on the cheap.

Jack Worrall backs up what Nomi said. Whenever he looks into booking darts rooms for the University of York, whether it's termtime or not, the conferences department will always have some accommodation available. We could just book one room as an individual online and then claim it back without telling them that it's the Lib Dems.

Callum James Littlemore affirms that this is the case – rooms are kept free in case of welfare or safeguarding issues.

Nomi Farhi says she is happy to call Glasgow separately and ask if they have a single room. The only thing we have to be careful of is that nobody loses another key.

Finn Conway asks what the alternative is if we can't book one.

Nomi Farhi thinks it's unlikely they won't have one room. In the alternative, there might potentially be a hall of residence nearby to do the job.

Huw James asks if this is what Kathy wants.

Katharine Macy supports this proposal.

Moved, that we assign Nomi to call the university and enquire about the booking of a single room. No opposition.

Huw James should I cancel the lecture theatre quiet room now, or after we've confirmed an alternative quiet room?

Finn Conway says to cancel it now.

Katharine Macy says to cancel it later.

Callum James Littlemore asks whether, if we can't get an alternative, we should pay the £880 for a lecture theatre acting as a quiet room.

Finn Conway is against paying £880 for it because it is not in line with the budget.

Erin Yarrow thinks a lecture theatre is not a good idea for a quiet room.

Nomi Farhi offers to do a quiet hour in her room.

Katharine Macy asks how far the hostel is from the venue.

Huw James responds that it's about a seven minute walk. We'd have to arrange walking people over as an executive if that's an option.

Dan Schmeising has no issue helping with that.

Katharine Macy therefore has no issue cancelling the lecture theatre right now.

Moved that this be the course of action adopted, namely that the second booking be cancelled on the proviso that Nomi's room be used as an alternative quiet space during the day. Passed with no objections. Actioned to Huw James and Nomi Farhi.

Budget 2019

Callum James Littlemore says that on the proviso that the budget is the same aside from very minor changes, this is the budget to be passed.

Harry Samuels asks about the changes to his budget.

Finn Conway clarifies that PagePlus was taken out because we can just use codes we already have.

Charlie Murphy asks if PagePlus will be available to design society Focus templates.

Finn Conway clarifies that it will. Also affirms that Winter Conference budget is lower than budgeted for, but ticket revenue will be lower. If we sell all the accommodation tickets now, we'll make a net loss of £430 according to the budget. But based on spending now, that loss will be about £750.

Nomi Farhi asks whether the budget file has any personal data in it for GDPR reasons.

Callum James Littlemore says no.

Moved that the budget be accepted. Passed with no objections.

Hibernate 2019 – Updates

Huw James says tickets are on sale, speakers are organised. Now working on getting the e-voting system in place. Working with Alex to get the training done. We're asking the Scottish Lib Dems to help. From a previous meeting it says that Alex and Huw should make arrangements for internal elections training at YL, but we can probably do that. Tara has now finished the agenda. Sister parties speaking at YL conference – asks Ben if there are any updates, but he has left the chat.

Callum James Littlemore says to reach out to Ben and the co-chairs for international speakers.

Huw James asks if there are any questions. There are none.

Strategy Document

Callum James Littlemore asks if there are any questions or comments on the strategy document.

Huw James asks what we're doing with this.

Callum James Littlemore says that we will be using it to structure meetings and checking off milestones. This will also be given to members for accountability purposes. Gives time to read it over.

Huw James asks to change the wording of the “fringe event” part, which currently suggests that they are badly organised and badly publicised.

Callum James Littlemore updates it.

Alex Howarth asks for an update to the training events section – due to the structure of his degree, this will be happening over summer, with the focus at the moment on hosting events at conferences.

*Moved that we adopt the strategy document. **Passed** with no objections.*

Vacancies and Co-Options

Callum James Littlemore has spoken to Neil Fawcett twice now, and Neil has offered some dates. Contact has been made regarding this set of co-options and we're just waiting for a response. We can either follow-up with him, or we can just get Nomi to be the co-option Returning Officer. These vacancies are on Comms Committee, Campaigns Committee, and SE Regional Chair.

Nomi Farhi is happy to do this.

Harry Samuels asks what the timetable would be if Nomi took over.

Callum James Littlemore says the constitution prescribes a week for nominations and three days for voting.

Nomi Farhi affirms that she tots up votes fast.

Jack Worrall asks whether the English co-option will be done by his executive.

Callum James Littlemore affirms that it will be.

*Moved that Nomi Farhi is designated the co-options Returning Officer. **Passed** with no objection.*

LYMEC Update

Ben Whitlock says not much really has happened – we're still scouting for venues for LYMEC. Nomi is working with him to get it rolling.

Huw James asks when the deadline is for getting people to Brussels for Congress.

Ben Whitlock says that Congress hasn't been opened up yet, it's normally in March.

York Conference

Huw James says that fringes have been organised. A third fringe event isn't happening because nobody spoke to him. Working with Erin and the co-chairs to get the consultation underway. What we need for that is to set up a consultation paper.

Callum James Littlemore says he's in the process of setting up a digital version of a consultation paper.

Huw James continues that the YL Women in Politics panel is needed, as shown by what happened with the training event. Asks Nomi whether Lib Dem Women had responded yet.

Nomi Farhi says that they like the idea, but unfortunately the Lib Dem Women person appears to have forgotten about this taking place. But it doesn't appear to be a problem.

Huw James says we're going to need to advertise advertise advertise. We're making a leaflet for the stall to talk about policy and things.

Callum James Littlemore says he has a template from last year, so will do that.

Huw James says we're not doing the fundraising event he wanted to do because he couldn't get it done in time. But we are doing the Women in Politics and the consultation. He's going to get a card reader as well to solicit donations. In terms of social things, we can try to book the same bar as last time we were in York, Drawing Board. We'll see if we can get that done – it's not a priority, but worth doing it.

Actioned to Huw James that he explores this.

Alex Howarth says that the University of York Lib Dems are looking to see if they can get an MP to speak on Thursday night, as happened last time.

Huw James says we should get business cards for the YL stall.

Callum James Littlemore asks if there are any questions on this. There are none.

OFFICERS' REPORTS

Communications Officer

Harry Samuels wants to push ahead with his 'poaching Labour Remainers' Communications Strategy to convert Labour Remainers frustrated with Jeremy Corbyn. Wants to produce a series of policy videos to persuade Labour people that we're nice, progressive, radical liberals, and that they should join us, including soundbites from relevant MPs (eg Layla on education) and interviews with workers in those areas (eg teachers). I'll revert to Nomi with a list of MPs to interview for soundbites, and she can tell me if I'm barking up the wrong tree.

Nomi Farhi says she'll organise the MPs to come over from Parliament all at once, and we can spend a day doing it in HQ.

Membership Development Officer

Alex Howarth says he doesn't currently have access to membership data on Nationbuilder. He says that he's busy academically for a while, so his focus will be on training at conferences and producing resources. This includes setting up branches in areas we have members but no branch, and so needs membership data.

Callum James Littlemore says that there is an issue with Nationbuilder regarding giving lists to people. He's chasing it up with HQ.

Working Group Updates

No updates.

Emails

Dan Schmeising says we are pressing ahead with Office365 to fix the issue with emails. HQ is keen for us to move to role-based emails rather than name-based emails. One of the upsides of this means that we would have continuity enough to get business cards.

Callum James Littlemore says this would give us access to the same tools as HQ.

Harry Samuels says he's in favour of role-based emails, as it would give continuity, allowing future office-holders to be able to look back on what was done previously.

Huw James asks whether we could do this as soon as possible, because emails are absolutely needed.

Nomi Farhi uses an image of Cybermen to illustrate the correct GDPR policy of deleting emails.

Callum James Littlemore says he and Dan are working with HQ to get a costing for using Office365, as it does have a cost attached. Reversion back to the Executive will take place when it's done.

Dan Schmeising says he will be working at HQ from Wednesday to Friday and will prod HQ until something happens.

Actioned to Dan Schmeising to talk to HQ and bring back costings for moving to Office365.

Business Cards

Callum James Littlemore says that role-based emails would make these possible. We can't use the current role-based emails because they are all @liberalyouth.org, and the forwarding mechanism isn't working properly.

Dan Schmeising says that we can still change email addresses if the role names change, it's just easier to do that than setting up 20-30 new email accounts after every election.

Huw James asks if we can have proposals on the table prior to York, so that we can get business cards printed. Also asks if we can get emails fixed before then.

Callum James Littlemore clarifies that because the old domain was bought by someone else, the emails are bugging and we can't fix it. We should issue guidance to members.

Nomi Farhi says to use her HQ email address rather than her YL email address, and suggests the same should be done for Dan as well.

Dan Schmeising said he'd rather use his YL email to keep work separate from YL.

Katharine Macy asks about name-tags for Conference, and whether we could print out the exec's names on the cards rather than getting them handwritten.

Huw James says this will be done.

Welsh Things

Dan Schmeising passes on apologies for Amy Gaskin, who was representing Wales. Wales would appreciate the occasional signal-boost from Federal on social media.

Harry Samuels says he's more than happy to do this, but just asks that requests for signal-boosts be put in the Comms Committee chat so tweets and Facebook posts aren't missed on the timeline.

Policy Committee Matter

*Moved by **Harry Samuels** that we enter into closed business. **Passes** with no objections.*

*Moved by **Huw James** that we invite Nomi Farhi into closed business. **Passes** with no objections.*

Closed business.

*Moved by **Harry Samuels** that we exit closed business. **Passes** with no objections.*

Date of Next Meeting

Callum James Littlemore says the next meeting will be at 5:30pm on 15th February 2019 – at Winter Conference.

Meeting closes at 15:03pm.