

**Minutes of a Meeting of the Young Liberals Executive Committee
Held on Friday 15th February 2019
Glasgow Youth Hostel**

Present: The Co-Chairs (Callum James Littlemore, Dan Schmeising); **Vice-Chair** (Hermione Peace); **Communications Officer** (Harry Samuels); **Membership Development Officer** (Alex Howarth); **Policy Officer** (Tara Copeland); **Non-Portfolio Officer** (Erin Yarrow); **Campaigns Officer** (Charlie Murphy); **Events Officer** (Huw James); **English Chair** (Jack Worrall); **Welfare and Accessibility Officer** (Katherine Macy); **Scottish Chair** (Becca Plenderleith); **in lieu of Welsh Chair** (Julius Parker)

Apologies: International Officer (Ben Whitlock); **Finance Officer** (Finn Conway);

Meeting opens at 16:30hrs

York Conference Update

Tara Copeland says that our motion on unpaid internships has been accepted, and that we have a great time slot before the leader's speech. Contacting Lords and MPs to gather a bit of support from other areas of the party. We need to be present for the entire debate and also that other Young Liberals are there. We have to show that we care that we got a motion accepted. Put in speakers' cards. Be present. Otherwise it's going to look really bad. In terms of amendments, we've looked over the agenda and nothing sticks out especially about motions that we definitely need to amend, but we will go over them in more detail and see if anything makes sense to amend – things like town centres, justice for all and clean air. Probably just minor amendments if any, though. Also potentially stuff to look at in the Supporters' Scheme.

Dan Schmeising says he has a report back from FPDC. The original plan was to amend the motion before conference to include SAOs in the supporters' scheme (eg those who sign up as supporters become members of the Young Liberals) – this hasn't happened so it will be amended at conferences.

Callum James Littlemore says it would be beneficial to do this, so we should do an amendment on this. It was meant to be done at FPC but it was forgotten.

Tara Copeland says it would make more sense to contact the other SAOs and put it in as a group rather than just us, so it would carry more weight.

Nomi Farhi says that if we're keen to get turnout, we might want to budget in some money to pay for a push notification on the official Conference app.

Tara Copeland says she will ask Finn.

Huw James says that we have a stall which is next to Liberal Reform. It is probably best to have a rota for that because it is probably not best to have a free for all. If we let the stall be empty, we should have a sign saying please not to go on the stall. This is a much smaller conference, so it might be the case that fewer people visit. It's in a really awkward back end room. On the first day on Friday, we'll be selling tickets to Flares, which is a club night we have booked out (thank you to Kathy and the University of York Lib Dems). We will be

advertising that beforehand and we will be using the PayPal card readers to process payments. We don't want to touch any money if possible.

Finn Conway enters the meeting digitally.

Huw James repeats that after Brighton, we don't want to touch money again, and will use the card readers to sell the club tickets.

Finn Conway says that sounds perfect. There might be other things that we have to clue including people signing things so we know where donations come from, but if we don't touch any money, that's a good thing.

Huw James raises getting a PPERA compliance form. We've budgeted for a Conference leaflet. It will include stuff about policy, consultation – no training session because—

Alex Howarth explains that our training session clashed with Vince's Supporters' Scheme motion. We took the decision that people would rather attend that so cancelled the session.

Huw James says that this wasn't a unilateral decision and lots of SAOs also backed down as a result of this. Also, it would be good if we had a donations form rather than two different forms. Streamlined and double-sided.

Jack Worrall asks if we'll have enough space to advertise all of that including donations

Katharine Macy says to make it accessible too.

Callum James Littlemore says that based on the old template, we should probably have separate forms because otherwise it will try to squeeze too much on.

Nomi Farhi points out a logistical issue. Think about the people we're going to be giving the form to. If the donation part is on the back, the people then have to keep that leaflet for the entire conference to give that leaflet back to us.

Callum James Littlemore says it's probably best going around with the card reader.

Huw James says that he's just sent an email to the exec. It is his last conference, and he is resigning as of next week, because he can't deal with the work overload. He's loved YL, but he can't carry the weight of the Events Officer role. That can be advertised from the 24th. In terms of York Conference, probably we won't be able to co-opt quickly enough, but he will help *ad hoc*. The problems are that he has an exhibitor's pass and is separately going to Conference in York as an ALDE pass, so he will investigate getting a second pass to be able to give to YL.

Dan Schmeising says that worst case scenario, he will have his staff pass to use.

Katharine Macy says that as the only member of the exec on the UYLD committee, she can get UYLD to help so long as they decide to help out.

Jack Worrall wants to put on record our extremely grateful thanks to Huw for his time as Events Officer. He's been an excellent one over the past one and half years.

Huw James wants to put on the record that he's worked on three execs and that this one is the nicest and calmest.

Callum James Littlemore says that we have the structure of Campaigns Committee and Erin as NPO to keep things going.

Erin Yarrow says she's more than happy to take over some of the work until we get a new Events Officer.

Age Changes

Erin Yarrow explains the planned fringe session. Have we got a survey written yet?

Callum James Littlemore affirms intention to go through this later.

Erin Yarrow says this is a big thing for HQ. We'll need to have the survey there, and in terms of format, if we just have one of us there who gives a brief talk on what we're doing and why we're doing it and what the justification is, she has a document explaining this. We should then invite feedback from people and can get concerns and opinions about the changes and the restructure. As a consultation session, we don't need to have a grand plan, but just have a presentation and a discussion of some of the ideas. Another thing that we were meaning to do is to write up a membership engagement strategy that we can present.

Harry Samuels says that that could fit into the Federal Communications Strategy he is drafting.

Callum James Littlemore is currently drafting a digital version of the consultation to get as wide a pool of respondents as possible. We should have a laptop on the stall at York Conference asking about it. He will send a draft to Erin to make sure it's all fine.

Huw James asks whether it's fine with health and safety.

Callum James Littlemore affirms that it is.

Emails

Dan Schmeising says we have progress! We are starting to make slow moves. A file will be sent round shortly. We will be sending a list of emails off to Sian on Monday. The only exceptions are by-election victors (SE Chair, co-opted federal committee members).

Jack Worrall says he will send details to Dan.

Dan Schmeising continues, saying we are moving to role-based emails rather than names which presents a bit of a problem for Committees. Suggestion, therefore: most people on Committees have roles elsewhere. Eg Amy Gaskin is on Comms Committee but will also have the Welsh Comms email addresses. So for those who don't, should we just ask committee members to use their personal email addresses?

Callum James Littlemore thinks this is sensible. It should also extend to Honorary Vice Presidents. It was only expanded when our legacy G-Suite was free to do that with. With this new system we pay per user so we should try to limit this down as much as possible. Leave one for the President, but yes.

Huw James says there are problems with event specific roles. Could we have all the HVPs using one email or is that problematic?

Dan Schmeising says that under co-roles email-sharing will be necessary, but HVPs are different because there are more of them who have different agendas.

Callum James Littlemore it would be bad to have the HVPs all using an email.

Huw James says it could end up with them impersonating each other.

Callum James Littlemore says it's fine for co-roles, but otherwise, potentially problematic. HVPs are different too – they're more advisory. We would be on the same system as the federal party which would mean we'd be able to get the Federal Party OneDrive too.

Becca Plenderleith says that if anybody has emailed her, she isn't ignoring them, she just has no access to her email address at all,.

Callum James Littlemore says that we don't know why. This could be part of the move to align domains. Each state will soon have their own corresponding domain, except England.

Jack Worrall asks to clarify: is it being sent off on Monday and probably done after York?

Dan Schmeising says he will try, but can't make any promises.

Callum James Littlemore says we will need a sign-off from Finn because it will require additional expenditure.

Tara Copeland asks about present correspondence.

Dan Schmeising says he will look into this. It will probably not be able to be ported over. It's inconvenient, but we will try to back them up.

Callum James Littlemore says that any emails being sent to the old accounts can be set up to be forwarded to the new account. There will be a grace period to ensure that backups can be taken. With the new email address, when we change roles, the password will be changed and will get legacy access to old emails until GDPR kicks in.

Dan Schmeising says that he has posted the list of emails into the Facebook group.

Huw James asks whether Harry can be asked to look into email policy, such as emails automatically deleting after a year.

Callum James Littlemore says yes.

Local Elections Planning Update

Charlie Murphy says that Young and Winning will be the main thing for local elections. He's been waiting for a Typeform which he has received in the past few days, which will be launched after Conference, gathering candidates and seeing what help is needed, and then dishing out money.

Alex Howarth asks how the timeframe fits in with the short campaign and spending limits.

Charlie Murphy says it will be run on a case by case basis. Discussions will be had with the candidates about when the money is most needed.

Jack Worrall says in terms of the short campaign, March 29th is the deadline after which local parties' authorisation to spend will be needed. And in terms of England and the regions, are we okay to do an informal call for candidates for those who have specific regional money for their own election fighting funds?

Callum James Littlemore affirms that if regional chairs want to put out their own schemes, this will be very much appreciated.

Jack Worrall asks a further question. He says he has not responded to an email which he has been sent about a snap general election, which he will answer now. He's not sure whether the regions are planning anything, but he doesn't think they're in the right mode of activity to do this at the moment. Nothing has been said at English Council.

Nomi Farhi says there has been a request by HQ to set up a meeting to discuss a snap general election, because there is a lot that we can be doing and that HQ can be doing to support our campaigning exercises.

Callum James Littlemore says he has received a letter from Sir Nick Harvey authorising £50,000 being spent on behalf of the Young Liberals.

Finn Conway says that to be clear on that, he has been authorised and has delegated that to Callum.

Callum James Littlemore says that it was to him as well in his own right.

Finn Conway says that as the PPERA registered Treasurer, he is the one with the right to spend, and that Callum as the registered Chair has delegated authority.

Jack Worrall asks about the EU elections. Have we been given money for that too?

Callum James Littlemore says yes.

Jack Worrall says that the spending period for the EU elections have already passed.

OFFICERS' REPORTS

Huw James says we're going to do these on Sunday. These will be saved as a document and sent to Harry to put on the website. Finn's report doesn't format well into Google Docs because spreadsheets are bad. Therefore, they all need to be put into a Word Document too.

Callum James Littlemore reminds people to get reports in by the end of Saturday to be ready by Sunday morning.

Huw James says also send them by Facebook if needs be, because my emails aren't working.

Jack Worrall says that from the point of view of the states, he doesn't know if anyone has any questions about them, because England doesn't do a report to Conference.

Callum James Littlemore says that they don't have to, but they *can* at their discretion. Also, they can't be no coned unless they suspend standing orders.

Huw James says that he will shame people who don't submit a report.

Events and Bookings

Huw James says that this was about his work life balance and he has found a solution – resigning. So no need to discuss.

LYMEC

Callum James Littlemore says a Congress attendee did not turn up and did not give the notice needed. He was thus fined by LYMEC. Who has the liability for this? Technically it should be Young Liberals as a registered delegate of us. Ben seems to be of the opinion it should be on the individual. There is thus a 100€ fine outstanding. Jeanne suggests that we ask this person to pay, and if they don't pay or don't respond, we are not liable, and we shouldn't let him go on any more international events.

Finn Conway says that if there is something excluding our liability, we should be able to show that they have to pay it.

Callum James Littlemore says Ben haven't found anything yet and LYMEC thinks we are ultimately liable.

Huw James says that's because we pay for our delegates rather than our delegates paying individually.

Katharine Macy says we should take the individual circumstances into account. We should be careful about being super harsh.

Callum James Littlemore has asked Jeanne to look into this issue.

Harry Samuels says we should probably close business if we want to discuss this further.

NOTE (5/3/19): The situation has been clarified subsequently by Ben Whitlock: YL does not pay for any of our delegates to LYMEC, and they all pay individually. Also, the delegate in default was originally liable, but did not pay by the deadline, and so liability has now shifted onto YL.

Disciplinary processes and English Council

Jack Worrall went to the English Council Executive meeting two weeks ago, and it seems—and then he ponders whether we should enter closed business.

Moved that we enter closed business. Passed with no objection.

Moved that we permit Nomi Farhi to enter. Passed with no objection.

Moved that we permit Julius to stay as Welsh representative. Passed with no objection.

Any Other Business

Harry Samuels said he wants to set up a newsletter that older members of the party can sign up to with YL views and news, so we can keep in touch with the wider party and get donations. Monthly or quarterly?

Callum James Littlemore says Mark Pack sets stuff up to pull things from the federal and regional parties. We used to have that, but we don't have that anymore. This was floated as being brought back, but it didn't happen.

Dan Schmeising said that that is very similar to his new job.

Tara Copeland says that if we get it up and running before York Conference, we can advertise the motion.

Katharine Macy says that it goes with the old YL stuff.

Huw James says he thinks it's good to do monthly. It's too infrequent to do quarterly.

Back to the Unpaid Internships Motion

Finn Conway says that we should get a Lib Dem Voice article about the unpaid internship article.

Tara Copeland says she has been struggling to work out who wrote the original motion. Nobody wrote down who proposed or summated.

Callum James Littlemore asks whether it was in the old information?

Huw James says it wasn't.

Hermione Peace asks whether it was submitted by James Baillie.

Callum James Littlemore says that we will try to find out and do some investigations. But if not, move forward as though it was a YL Policy Committee motion.

Huw James asks what Nomi thinks about asking Henry who wrote the original motion.

Tara Copeland says she will send a motion.

Jack's Mysterious Final Business

Jack Worrall gets out a birthday cake and a resignation cake for Huw, to the rapture of the masses.

Date of Next Meeting

Callum James Littlemore says there will be an informal meeting in York. There will be an update in co-option as well.

Meeting closed at 17:27hrs.