

## Officer Reports Jan.12<sup>th</sup>-Feb.22<sup>nd</sup> 2020

- Finn (Finance):
  - o To Do from 11/01:
    - Administer Accreditation Subsidy with Alex **(C.)**
    - Administer Access Grants for Spring/Summer Conferences with Kathy **(D.)**
    - Administer International Delegate Fund with Cat **(III.)**
    - Pay Spring Conference invoices **(E.)**
    - Plan timeline for Freshers Campaign with Callum **(VII.)**
  - o Done since 11/01:
    - **A.** Paid 11/01 travel expenses to those who submitted receipts on time
    - **B.** Called for 22/02 travel expenses proposals
    - **C.** Spoken to Alex about administration of the Accreditation Subsidy
    - **D.** Decided upon system for administering Access Funds with Chessie and Kathy
    - **E.** Paid Spring Conference invoices
    - **F.** Paid Summer Conference invoices
    - **G.** Paid Alperton by-election Young & Winning grant
    - **H.** Updated our banking records with the January HQ LDYS ledger
    - **I.** Submitted LYMEC and IFLRY affiliation fees to be paid through LDYS ledger
    - **J.** Completed January PPERA donation return
    - **K.** Set up Trello team for the Executive to use
  - o To Do before 28/03:
    - **I.** Publicise Branch Development Fund *via* Dan
    - **II.** Publicise Access Funds *via* Dan
    - **III.** Follow up on International Delegate Fund with Cat
    - **IV.** Follow up on LYMEC and IFLRY affiliation fee payments
    - **V.** Agree on ticket prices for Summer Conference with Michael
    - **VI.** Publish tickets for Summer Conference *via* Dan
    - **VII.** Agree on timeline for Freshers Campaign with Callum
    - **VIII.** Make a decision on conference leaflet for Spring Conference with James/Michael
    - **IX.** Follow up on bank signatories with RBS and NatWest
    - **X.** Get Online Banking access for RBS
- Guy (NPO):
  - o Working on Anton's Campaign to win in the Alperton council by-election (which was successful!)
- Dan (Communications):
  - o I'm delighted to have been selected as your new Comms officer - I'd like to extend my gratitude to the executive for putting their trust in me, to Chessie for running the co-option process and to the previous officer Harry for leaving our comms in such a strong place to build on.

- o I've added my plans for the rest of the term to the second page of this document. The executive will have already seen it, but I wanted to have it available for members to read through in the interest of transparency.
- o As of the time of writing this, I've been in the role for about 4 days. I'm also stuck away from home without my laptop thanks to Storm Dennis so most of what I've been up to has been very preliminary - please bear with!
- o I've:
  - Touched base with Comms Committee
  - Emailed the Accessibility Officer to get the ball rolling on refining the style guide to ensure it's compliant with best practice for accessibility
  - Spoken to Chessie about comms for an upcoming action day in Alperton
  - Spoken to Harry with regards to finding a date for handover discussion. Due to prior commitments this will likely be later in the week but I should be up to speed by the time of the meeting.
- o I'd like to apologise for being unable to attend the meeting in person - but I'm looking forward to seeing you all at York.
  - Should you have any questions, do feel free to drop me an email at [dan.schmeising@youngliberals.uk](mailto:dan.schmeising@youngliberals.uk).
- o My Plans:
  - To say Harry leaves some big shoes to fill is an understatement. I think it's important that whoever is co-opted builds on that rather than starting from scratch. However, I would like to work on a few things:
    - Refine the (already excellent!) Young Liberals style guide, working with the Accessibility Officer and other groups if feasible (i.e. LDDA) to ensure it's as accessible as possible
    - In my role for LDHQ, I sit in on the weekly comms planning call. I can use this to ensure our messaging dovetails with the rest of the party's where appropriate (whilst still maintaining a separate YL identity). I'd like to talk to the Press Office about the possibility of future comms officers having this opportunity too, as well as access to party press releases.
    - Strengthen and develop Comms Committee to its full potential, so our digital efforts can run at full capacity
    - Widen the conversation - a Forum "recruitment drive" across email and other party Facebook groups, with regular discussion topics to get more new members involved
    - Working with the MemDev officer to develop training for Activate, as we did last year, to help our branches and societies put out high-quality content. I'd like to look into YL digital templates for this, too.
    - As I said before - Harry did a phenomenal job across his one-and-a-bit terms. I want to build on that solid foundation - continue putting out great social media content, keeping our website ship-shape and making sure our members hear about our wins.

- If co-opted, I'll be an experienced, steady pair of hands to see us through the rest of this term and helping ensure we have plenty of talent to succeed me in the next. I hope you'll bear me in mind when casting your vote - I'm really looking forward to getting the chance to work with you all.
- Jack (England Chair):
  - o EYL report to YL Exec
    - Kian attended the English Council Executive meeting and I caught up with him after the fact.
    - Main message was a big thank you to Guy Benson who was doing an amazing job as the agent to Anton in the recent by-election.
    - We thanked the exec for the extra £4,000 and gained a request for an outline of what it was being spent on. To which I have sent a report into English Council that does just that.
    - English Council is up next weekend (29<sup>th</sup>). We will have another full slate or maybe one person down. I will ask London YL folk to be on standby.
      - Election to the positions to the English Party:
        - o As of writing this report we have doubled the members of the Young Liberals on the ECE. Kian was elected as an ordinary member to the body. Callum Robertson is also running for the FCC spot and Oliver Craven is running for the FPC spot too.
        - o We have also had our own EYL Exec meeting where the main item was the election of the spots to the various committees. We are having a slight hiccup with nationbuilder. I am unaware of which Regional chairs have logged into Nationbuilder and so unable to chase them up so that the regional lists can be assigned to them. We would also like some training on Nationbuilder which now that Dan has been co-opted might be something I can ask him to do a webinar on for the Regional Chairs.
- Chloe (Welsh Chair):
  - o Admin and Elections
    - Contacted the Welsh party about getting a reliable mailing list for our members (this is ongoing but off to a promising start)
    - Identified some potential candidates – the last thing we want is to run by-elections and not have the positions filled!
  - o Conference
    - Contacted Kirsty's office and Eluned Parrott (as Director of the Unite Foundation) to get feedback and ideas on a motion to support care experienced and estranged students in accessing and staying in HE, along with seeking feedback/suggestions from YL members with this background.
    - The motion was not submitted as responses and initial feedback was received 2 days before the deadline. Plan to continue working with this

- group to produce a high quality motion for Autumn conf (and hopefully set some direction whilst in government)
    - Exploring potential of a fringe (outside of the conference venue) surrounding live music venues
    - Have organised space for a stall at conference
    - Working with the local student group to organise a Saturday night social
  - o To do list:
    - Learn how to properly use NationBuilder in order to restructure/update the website
    - Pay Callum for the URL
    - Exploring potential of a stall at yr Urdd – working with North Wales local parties
- Cat (International):
  - o Affiliation fees
    - We currently owe fees to both LYMEC and IFLRY. That latter of which I found out in November we hadn't paid since 2016. Until the affiliation fees are paid Young Liberals cannot attend any events and I cannot fulfill my constitutional requirements.
    - The LYMEC affiliation fee is due by March 7th and if we do not pay by the time LYMEC congress starts in Skopje in April, the delegates will be barred from entering the event even though they have paid to travel and participate. In Brussels in April of last year the previous IO paid our membership fee in cash on the day and YL paid them back. However if there had been a delay in their travel and the cash had not arrived before the official start of Congress they still would have been barred from the whole event and would not have received any refunds.
    - Obviously this has been an issue for YL for several years. So I am meeting with the International Office at HQ to work out a solution that works for everyone to ensure this problem never happens again.
  - o LYMEC Bureau Elections
    - Every two years at LYMEC Spring Congress the Member Organisations (MOs) elect the Bureau. There are, I believe, eight positions to elect, President, Vice-President, Treasurer, four Bureau Members, and LYMEC representative to IFLRY. I have been in talks with several MOs who are seeking YL's votes and endorsements.
    - Myself and Tara are meeting with the candidate hoping to be the next President of LYMEC next month.
  - o Junge Liberale Trip
    - Junge Liberale is holding an event in Oxford in March. They are looking for assistance from me to secure some extra speakers for their event. They are also offering YL members 10-15 spaces at the event, with accommodation and food fully covered.
  - o European Youth Event
    - Despite efforts from both Charlie and myself we have been unable to secure any funding for EYE. So my plan was just to advertise it to

members who would like to attend and if there's a group who want to go help them organise. However registration does close a week today on the 29th.

- o Skopje
  - We have had 4 delegates accepted for LYMEC Spring Congress in Skopje. Myself, Peter Banks, Katharine Macy, and Hue James. Due to time limitations I was unable to open the opportunity to the full membership, luckily all of the International Committee was available to attend.
- o Kyiv
  - IFLRY's General Assembly is in Kyiv 24-26th April. Nominations close for delegates March 4th, however I am hesitant to open the call for YL members to apply as I don't know where we stand with IFLRY after not paying our membership fees for three years.
- James (Policy):
  - o I will unfortunately not be able to attend this meeting in person due to work commitments, so if anyone has any questions feel free to email me.
  - o The next FPC meeting is next Tuesday, so I will write and circulate a report specifically on that after that meeting.
  - o In terms of Spring Conference, Bex has approached me about submitting an amendment under YL to the Trans and Non-Binary Business Motion, which I will work on with them and Policy Committee before the deadline (2nd March). In addition I will be looking with Policy Committee in the next week for if there is anywhere else we want to submit amendments.
  - o Going forward to Activate, there is a referenced back Further education motion that Policy Committee needs to look at, though I will be concentrating on this after Spring Conference and setting up an informal working group on it. In addition, once sales for tickets are up I will start the process of advertising for drafting advice and the deadlines, as well as for the Climate Emergency motion that the last conference mandated there is a reserved spot for.
- Katharine (Accessibility):
  - o Explored and discussed possible changes for the Access Grants, the conclusion is it needs a more in depth discussion and won't be ready for Summer Conferences
  - o Co-option questions and welcomed the newly co-opted diversity committee (D.C)
  - o Forwarded Callum's questions about Y&W to D.C
  - o Engaged with Dan as the new comms about accessibility in the style guide
  - o Supported Alex with the Age Range piece with the accessibility portion of the proposal
- Christopher & Andrew (Scotland Co-Chairs):
  - o We have had a motion accepted for Scottish conference proposing banning homeopathy in the NHS. Conference dates aren't official yet but its likely to be in mid May.
  - o Also hoping to hold a social event at conference in addition to our AGM. At the AGM we are intending to pass an amendment changing the term length for the next executive so that our next set of elections after this will align with the Federal YL elections rather than being run separately.

- o We have managed to find a temporary solution to the bank account issue and our struggle to gain access to our finances. For now some exec members will act as signatories so we can gain access but we are still working on a long term solution.
- o D66 youth members are visiting Scotland from 14-17<sup>th</sup> May and we plan to do a couple of events with them, potentially including a guest speaker.
- o We had a successful membership social recently with new members where we introduced ourselves to them and found out how they'd like to contribute to SYL.
- Charlie (Vice Chair):
  - o Not much to report - been a busy month personally since the last meeting on account of a minor hitch with employment.
  - o Opted to hold off on emailing the Press Office until we had something we could point towards as possibly justifying an email release to some or any of their contacts. Possibly the ERASMUS+ Campaign.
  - o Unfortunately there will be no minutes of the previous meeting because I only saved them on one device which was stolen and thus the notes were lost as a whole. Some scraps do exist where others had filled in briefly, but not enough to justify writing up as the vast majority of the meeting will still be missing. An honest mistake for which I apologise.
  - o Earlier in the last month I flagged an issue which came up regarding a sister youth wing taking what could be regarded as a relatively soft line on a domestic issue which had wider ramifications. I believe this was still the right thing to do and that we should discuss further the grounds on which we should be happy to call one of our sister wings to more action. However, I have not moved forward on this because it's firmly in the portfolio of other officers.
  - o We ran into some problems with funding a YL presence at the European Youth Event 2020, which was previously funded by our MEP. I asked Caroline and unfortunately there's nothing that the former group can do and no expenses they can feasibly fund this from. We may be able to approach Renew Europe but I think since Catriona has already tried FIRC, we're out of internal options.
  - o Prepared to process constitutional amendments once they're received, but may need signposting towards where these are.
- Michael (Events):
  - o **No Report Submitted**
- Callum (Campaigns):
  - o The campaign committee met on in two parts on The 26th of January and the 2nd of February due to conflicting availability.
  - o At these meetings the broad plan was agreed for freshers this year and members were asked to go away and think about topics for campaigns.
  - o The committee agreed we need to try and be more practice and identify issues we could formulate mini YL campaigns around.
    - To this end the committee supported the plan for a Erasmus mini campaign and agreed with the proposal to offer accredited societies a free pack.
  - o The committee discussed proposed changes to young and winning, agreeing moving to a system of grants to candidates was a more useful way of distributing our financial resources.
  - o Agreed that we should try to start identifying YL candidates and start taking applications for grants as soon as possible.

- I have drafted an outline of the questions and sent them to Kathy so diversity committee can help shape the diversity monitoring questions.
  - The production of ERASMUS campaign materials has been held up due to waiting for feedback from HQ and for Layla to sign off her quote for the leaflet.
    - As soon as that happens I'll be passing the materials onto Finn so he can order them.
- Alex (Membership Development):
  - The work I have done since our last exec meeting falls into three broad categories: age range, ERASMUS and accreditation, and outreach
    - Age Range
      - I have, with advice and contributions from the Accessibility, Policy and Non-Portfolio Officers, drafted a membership engagement strategy for the new members we anticipate getting if our proposed changes to the YL age range are approved by Conference. While it is not immensely detailed, it nevertheless provides important context to the changes and sets out how we will ensure that the changes meet their stated objectives of improving YL's institutional memory, outreach to young professionals, and making YL more effective. It is my intention to sit down with the new Communications Officer in order to draft a more detailed strategy (ie. with details of events, a social media campaign, and so on) but this does not need to be done for another few months. Greg Foster from LDHQ has also kindly offered to read over the strategy when it is ready.
      - The document I am presenting to the exec for its approval is the one I intend to send to Mark Pack in advance of our meeting (which Tara and I need to arrange) to brief him on our intentions for the amendment.
      - I would also like for there to be some formal position of this executive on having a minimum age. This was something that Sal was very keen on, but the prospect is much more divisive both to our membership and the wider party than expanding the upper age limit, and has no mandate from the YL membership. It may simply be (and I think this is best) that we as an exec agree that we will make no attempt to establish a minimum age, but that future execs may well wish to.
    - ERASMUS
      - I have emailed all accredited branches offering them free packs. A total of 13 have taken up our offer. This has proved very popular; many of the responses I've had have said what a good idea they think it is. I would like, as a result of this meeting, to be able to email the branches to confirm delivery addresses and estimated arrival dates. I do not think we need to order the full 25 packs, based on demand; between 15 and 17 should be more than sufficient and would save us a good deal of money.
    - Outreach
      - It is my intention to draft a full membership engagement strategy for our existing membership. This will be a **working document**, incorporating the best data we currently have on

how many members we have and where they live (Greg will be getting me this in the coming days), engagement opportunities such as York Conference, mini-activates, and YL's summer conference, a social media strategy and campaigns such as ERASMUS and freshers. If we are going to be working to engage our anticipated new membership, it makes sense that we should look with the same energy to engage our existing members as well.

- Tara (Chair):

- o Contacted New Pastoral Care Officer to Organise introductions and invited to an exec meeting (March meeting)
- o Helped to organise co-options along with Chessie (RO) and Chris (BAME Officer)
- o Sorted EYL emails and newly Co-opted officer emails
- o Emailed Will Dyer about advertising the Young Liberals Local Leaders Group
- o Spoke with Scott about Executive Regulations
- o Organised meeting with LYMEC Presidential Candidate and Catriona
- o Phone call with Robert Browne about Paddy Ashdown Forum
- o Organised dial in option for meetings along with Chessie
- o Organised exec meeting for February including setting agenda and encouraging hvps and the membership to attend
- o Attended federal board meeting
  - Jan.18<sup>th</sup>.2020
    - While the board disvussed what should be the overall strategy for the board I advocated heavily for more youth engagement and the creation of an environment of trust and accessibility
    - Voted in favour of the leadership election being held just after the local elections with a short campaign period
    - Voted for a 10% donations cap
    - Party is still in a very good place financially
    - Elections Review Panel has been selected
    - Board elections to take place
  - Feb.15<sup>th</sup>.2020
    - Was unable to attend this meeting due to moving flat
    - Apologies were sent along with some notes:
      - o Report to Conference - a few typos in Leadership contest section, party strategy
      - o In standing orders, elections (IV) there is no (q)?
      - o Elections and Appointments - I was very disappointed with how these elections were organized and ran. While technical issues are unfortunate, candidates who had not been ruled out were missing from the ballot which meant the ballots had to be reissued. I did not receive my new ballot for any posts (apart from VP BAME) until 10.43am on Wednesday Feb.12th. A little over an hour before voting closed (after having notified the

returning officer on Monday Feb.10th). This was simply unacceptable. I was in the middle of a lecture for my masters course and had to try and vote instead of taking notes and engaging in my class. I'm sure you can all see why this is even more problematic had I not had a computer with me, or had I been otherwise engaged. As well, candidates who were ruled out seem to have not been notified that they had been ruled out, and in one particular case seem to have been ruled out despite having submitted the appropriate nomination form and manifesto with confirmed nominations. I'm incredibly disappointed and I expect much better from a political party in this regard. How can we expect to be taken seriously by our members if we can't even get the basics of internal elections down? I hope these matters will be taken seriously and properly addressed either by the review group (if their scope is increased which I'm in favour of) or by HQ/which ever body is appropriate to deal with these matters.

- The response to these notes were as follows
  - o Many others also expressed similar to views to yours about the elections. We've agreed that Duncan Brack's review will expand its scope to include these, and for operational issue