

Young Liberals Executive Meeting Minutes

14 Jan 2017

Exec members present:

Charlie Kingsbury (Chair)
Aria Dinakara Babu (Communications)
Rachel Edwards (Co-Treasurer)
Stuart Wheatcroft (Co-Treasurer)
Scott Emery (Welfare and Access)
Ryan Lytwyn (Campaigns)
Andrew Martin (Co-International Officer)
Ciaran Morrissey (Policy)

Others present:

Vicky Nevin (Youth and Student Development Officer)
Lee Dargue (Honorary Vice-President)
Elizabeth (member of the Young Liberals)
Victoria (member of the Young Liberals)

Apologies:

Hannah Bettsworth (Co-International Officer)
Jack Hughes (Co-Vice Chair)
Dylan Morris (Co-Vice Chair)
Declan Stones (Chair of LYE)

Matters arising

- Exec approved increased cost for first aid training
- **Chat box review to happen, admin team to consider appointing some admins from outside the YL executive**
- Newport action day was a success, despite some issues with the behaviour of a particular member of staff. Newport local party have not sent YL an invoice for expenses as requested and therefore Treasurers have not sent payment
- Elections for Membership Development Officer, NPO and Young Liberals England are due to start soon. Charlie confirmed the email calling for nominations would also include role descriptions, and an outline of the election process including the need to submit manifestos
- **Charlie to try to dig out previous reports to YL conferences for vacant positions to help with outlining responsibilities**
- Social media has been switched over from 'Liberal Youth' to 'Young Liberals'; the Facebook page had not been able to be change. To assist with those process:
- The executive unanimously passed a resolution to change the Facebook page's name to 'Young Liberals' or, failing that, 'Young Liberals UK'
- **Aria to update the executive on progress on the website by the end of the week, after getting a replacement laptop**

- Charlie emphasised the need for executive members to submit weekly reports
- **Nate to send the Code of Conduct to attendees alongside permission slips for under-18s which are available on the website; any exec members with last minute comments to make them asap**
- **Charlie to make a Google Form for 'Exec Q&A' to share, and circulate questions to the exec to be answered**

Safeguarding

Jeanne Tarrant, the Lib Dems' Pastoral Officer, was on video conference to give a training session on safeguarding.

Key takeaways included:

- Exec members, party officials, and organisers of any events are among roles considered a 'position of trust' where relationships of any kind with U18s would be illegal
- Group conversation of a sexual nature that makes one person uncomfortable can fall under the definition of sexual harassment
- Safety tips for campaigning - send people out in groups of three, do not send people out after dark, swap numbers, don't go into people's houses
- Because of the safeguarding duties the executive have towards U18s in our care at our events, we *cannot* promise confidentiality to U18s who report being the victim of a crime; we have a legal responsibility to make the police aware
- Jeanne logs every report of inappropriate behaviour in the Liberal Democrats that she receives; it is worth encouraging people to come forward even if there is not much evidence or they do not want to pursue the process, as the reports about a single individual can accumulate until Jeanne has sufficient evidence

Vicky will circulate Jeanne's slides.

Young and Winning - Action Days

Actions days to support young candidates in the May elections were discussed.

It was agreed to hold two action days in Wales as IR Cymru does not appear to be in a position to organise action days; and because Wales has many local elections this May. These action days would be held in Cardiff and Ceredigion; an IR Cymru representative to the previous meeting had advised Cardiff, and Ceredigion was considered a good option as there is a Lib Dem MP, Mark Williams.

Potential sites in England were discussed: specifically in Oxfordshire, Cambridge, Westmorland & Lonsdale, Durham, and Bath. A decision for the final 3 or 4 locations for England was deferred until the end of January, to give Declan (not present) time to have input. **Rachel to update Declan.**

Exec voted that the budget could provisionally be increased to cover seven action days if desired, in the expectation that no invoice from Newport was expected.

Treasurers reminded exec that they must be put in touch with local party agents to discuss election expenses and reach conclusions BEFORE any expenses are promised explicitly or implicitly to members

Young and Winning - Training

Scott is an accredited trainer and volunteered to give training on action days and at Activate. Other potential trainers were discussed.

Ryan to email Cardiff and Ceredigion local parties by Friday 20th Jan to start organising events. Trainers and dates for these actions days to be confirmed within a week.

Events

Federal conference (York)

Fringes had been booked; invoices had not yet come through.

Nate to write a blurb for the conference fringe guide ASAP as the deadline had passed.

The theme of the fringe was the activities and objectives of the Young Liberals, and Nate urged all exec members to attend in order to discuss their roles.

Nate to design and print literature to advertise the fringe to maximise attendance. The room seats 50 with additional standing room. There will be no free wine due to cost but there is a bar in the room. **Nate to contact potential speakers.**

Winter Conference (Sheffield)

So far 43 tickets had been sold, and both accommodation and venue had come in under budget. The venue has a projector. **Nate to finalise and circulate an agenda.**

Activate (Manchester)

Conference committee is considering venues; **a venue and date should be set in time to announce at Sheffield conference.**

Cutting YL conference costs by encouraging more people to book their own accommodation was discussed.

Fundraising

The fundraising team in HQ are doing a training session at York about fundraising for the Young Liberals; **Rachel to ensure details are circulated to members in good time.**

Nate said there were fundraising opportunities associated with events e.g. selling space in emails to members, although noted he would need help to drive this. **Rachel and Stuart to check if there are any tax or other compliance implications.** Rachel noted Nate could ask for assistance from her team for fundraising volunteers.

Merchandise was discussed, Rachel and Stuart explained the reluctance to end up with YL having to submit a corporation tax return.

Friends of the Young Liberals

FOTYL be launched at the fringe event.

Rachel to send Nate text for a leaflet, to include a standing order form and reasons to donate. Nate to design a leaflet and print in time for York conference.

FOTYL to have a page on the website. Features discussed - to be confirmed via email - included a 'Top Donors' page on the website, 'Adopt a Candidate' to link young candidates with potential donors, and 'Sponsor an Action Day'. Paper newsletter for regular donors. Donor database to be created.

Potential 'soft launch' before York - article in LDV, page on the website, and social media push.

Honorary officers to consider scope for fundraising events including if anyone has contacts that could secure a free or discounted venue for a ticketed fundraising dinner in late August.

Nate, Charlie, Rachel, and honorary offices to consider next steps for launching FOTYL.

Campaigns

Ryan said the three campaign topics he and Vicky had discussed were Brexit, mental health (waiting times?) and housing (build more?). The Brexit campaign was not to agitate for a certain kind of Brexit or to stop Brexit, but to emphasise priority benefits of EU membership that YL would want to keep regardless e.g. Erasmus.

The exec approved the campaign topics in principle. **Ryan to liaise with Lee on the mental health campaign and take a motion to Sheffield conference if needed. Ryan and Ciaran to discuss the existing policies and whether they provided sufficient up-to-date material on all these campaigns.**

Website

Aria set out the pages that she thought the website needed:

- History of YL
- Combined press and campaigns sections to feature both action days and issue-based campaigning
- Policy page including an accessible summary
- People page + state execs
- Events page

Aria and Stuart to change the website's URL.

Aria to discuss Nationbuilder finances with the Treasurers, and consider if other options might be worthwhile.

Ciaran to send Aria a c.800 word summary of the policy book, so members can find out about policy without having to download the policy book.

Charlie to send a summary of YL's values and purpose to Aria for the homepage.

Ciaran to tidy up the policy book.

Financial statements

Stuart outlined the changes to the financial statements since a draft had been circulated earlier in the week.

Stuart explained the only outstanding issue was relating to which officers to disclose - those who were currently responsible (Stuart as 'Registered Treasurer' and Charlie as 'Second Officer') or those who were responsible at the time the statements fell due. The preference was for the former; the question was with the compliance department at HQ for a decision.

The executive agreed the following resolutions:

In respect of the 2013 accounts:

That the accounts be and are hereby approved and that Stuart Wheatcroft and Charlie Kingsbury be instructed to sign where their respective names appear.

In respect of the 2014 accounts:

That the accounts be and are hereby approved and that Stuart Wheatcroft and Charlie Kingsbury be instructed to sign where their respective names appear.

In respect of the 2015 accounts:

That the accounts be and are hereby approved and that Stuart Wheatcroft and Charlie Kingsbury be instructed to sign where their respective names appear.

All sets of accounts and the authority to change the officers listed were approved unanimously. The exec thanked Stuart for his hard work and professionalism in preparing the accounts. Stuart noted that the 2016 accounts would be due on the 15th March and would be brought to the executive for a vote. **Stuart to submit accounts for 2013, 2014, and 2015 pending an answer from compliance, and to circulate 2016 accounts when ready.**

Policy

Nate reminded exec members that while conference committee could consider late policy motions, motions should still be submitted in good time for him to produce an agenda and for members to have time to submit amendments.

The motions seen by the executive had not yet been through policy committee; Ciaran to return to policy committee and then circulate final drafts.

Ciaran said YL would be involved in any debate on nuclear weapons at York conference, which was considered likely. Existing policy is against renewing Trident and poorly drafted; **Ciaran to review and submit a policy motion on nuclear weapons to Sheffield conference.**

There was also expected to be a debate on faith schools at York; **Lee to forward details of a LDEA conference on Children and Young People to exec@liberalyouth.org.**

Rachel to share Lee's contact details with regional chairs, and send Lee email contacts for exec members and regional chairs.

AOB

Next exec meeting dates provisionally set as 11th March and 20th May; **Aria to try to book a room for the 11th.**

Aria to set up a YL snapchat to launch at Sheffield conference.

A query from a member (Steven Pettit) about the policy for a 5p charge on disposable coffee cups. The exec agreed that a YL conference would be the time to raise this policy issue.

Hallam Wiltshire had submitted a query "What is the deal with airline food?" Victoria advised that a certain percentage of tastebuds do not work above a certain altitude.

Closed business was declared. Minuted separately due to confidentiality.

Closed business concluded.

It was resolved that an account with The Royal Bank of Scotland in the name of LDYS International, [account details redacted], be closed and that the balance be transferred to another account of the organisation.

It was resolved that Rachel Edwards and Stuart Wheatcroft write to the bank and instruct them in line with the preceding paragraph.

It was resolved that Michael Chappell be removed as a signatory on all bank accounts.

Lee said YL members and executive should feel able to badger older people including the honorary officers and push them to provide more support.

On elections, Charlie said Neil Fawcett had the data he needed, and hopefully nominations would open within the week. The call for nominations would be sent through Nationbuilder, and voting conducted by OpaVote. **Lee to get in touch with Neil. Lee to update Charlie and Charlie to update the exec.**

Lee and Neil to put the results from the November election in a readable format for candidates ASAP.

Vicky said there would be a staff day at HQ on 1st Feb; **Nate to attend to talk about the rebrand. Charlie to brief Nate on talking points.**