

Woodcraft Folk DFs

Spring Thing 2022 Minutes

26th March 2022, via Zoom

Present: Thomas (Secretary); Delilah (Events and Activism); Ray (Chair of Committee); Iz (Odd Laymember).

Apologies: Isla (Training).

0 Introductions

The people present in the meeting introduced themselves with their names, pronouns, responsibilities and a fun fact.

1 Committee Reports

Members of committee who were present at the meeting, verbally delivered their reports. Members of committee who were not present at the meeting, will be expected to deliver a report at the next thing.

Ray - Chair

Ray has been working as part of events teams for Valentines Hostel, and upcoming Spring Awakening. There hasn't been much to do as chair, just keeping things ticking over.

Delilah - Events, Activism, General Council rep

Delilah has worked with events teams to support them with the preparation and cancellation of Winter Wonderland; support them with the preparation and execution of Valentines Hostel; and is currently supporting the Spring Awakening team. The preparations for Spring Awakening are going well but could do with more people booking, meaning it is more likely for us to break even with the event. Delilah commented that budgets are getting tighter, especially with the cost of everything going up except our budgets. This is especially true for indoor events. They are ready to start working towards preparations for DF Camp after deciding a date in today's meeting.

In their role as Activism rep, they haven't managed to do anything as they have been really busy with Events and other roles in Woodcraft.

They have been attending online General Council meetings where lots of discussions have been had around DFs being involved more in national stuff. The general feeling is national would like us to use their centres more but they aren't

great for us. There are minimal public transport links and the centres are very expensive.

Delilah is also on a judging panel for a Cooperative Film Festival which anyone can submit a film to. This will be one of the program items for Spring Awakening.

Niamh - Communications

'All is quiet in comms land.' Niamh has been working on posting semi-frequently but is forgetting, she is thinking about scheduling posts more. Engagement has declined significantly; we were getting lots of engagement between DF Camp and Winter Wonderland but have lots lots of it. Instagram are apparently changing their algorithms so reels are prioritised more in feeds than image posts, Niamh will look into this and try to make some content. Overall, if there is something which needs to be posted, Niamh is more than happy to do it.

Thomas - Secretary, WebFairy and General Council Rep

There hasn't been too many 'secretary' things to do, just keeping minutes of meetings and preparing for the policy review. Thomas has been working on the Google Workspace Migration. This is going well and he expressed his thanks to the Laymembers for their help so far. He expects it to be completed by the deadline - 10th April. After the files have been saved, he will set up the new accounts and get the login details for those circulated to the relevant people. His first priority though is to save all the files from being lost.

Thomas has been updating the backend of the website periodically and is thinking about ways in which we can use it more. The start of this is hosting all the policies through it rather than through Google Drive. He will continue working on this over the next 6 months.

Thomas has been attending General Council meetings in person and online. Lots of the discussions at the moment are around centres and procedural documents, he is looking forward to the next one where he thinks DF engagement will be discussed quite a lot as the meeting is focusing on membership.

Iz - Laymember

Iz has been away on holiday and will continue working on the Google Drive migration when they get home.

2 Policy Review

According to the Policy Policy, we need at least 5 people present in the meeting, with one of those five being a non-committee member to be able to approve or amend a policy. We meet this threshold.

Prior to this meeting, a Padlet has been circulated where some members of Committee filled out their thoughts on the policies. From these comments, Thomas has produced draft copies of the policies which were circulated as attachments to the agenda.

Ray lead us through the policies one-by-one.

First aid policy

Changes to make

- Fix formatting at top of document
- Point 2. Change coordinator to fairy

Providing these changes are made, this policy is approved for one year.

Refunds Policy

Changes to make

- To be turned into a Cancellation Policy
- Formatting at the top
- Update emails
- Add new cancellation clause
 - More than a week before the event - full refund
 - Less 1wk 15 cancellation charge
 - Book, dont cancel and dont turn up 30 cancellation charge
 - All cases will be looked at on a case by case basis (could look at adding exceptions in the future) - events, treasurer and chair
 - Obvs if have a good reason we can wave these charges (eg, covid)
- Change notification method to email.

Other points discussed

A discussion was had surrounding paying for people's travel if we cancel. This is completely unfeasible as we don't have the money. People travelling to events should continue to look for tickets which are refundable or book closer to the time.

A discussion was also had about if a person leaves an event early, should they have to pay a cancellation fee? The consensus reached was that it would be reviewed on a case by case basis, this would need to be included in the policy.

Strategy for notification of changes to this policy

We need to make these changes clear to people when they book.

- Can announce it on socials
- Send out info to people who have booked so far
- Make a special deal out of it for the next two events then leave it be and just hope that people know about them.

Providing these changes are made, this policy is approved for one year.

Intoxicating Substances Policy

Changes to make

- Add woodcraft folk complains procedure to related documents
- Add safeguarding procedures to related documents
- Take away numbers from list of people on shift

Providing these changes are made, this policy is approved for one year.

Consent Policy

Changes to make

- 5th paragraph of point 1, correct capitalization
- Add complaints procedure to related documents
- Correct spelling of section 3 header
- Correct grammar of bullet points in section 3, remove full stops
- Ambiguous answers bullet point, add 'changing the topic' is not consent
- In list, make all of the notes into bold
 - And cannots

Providing these changes are made, this policy is approved for one year.

Expensing Travel Policy

Changes to make

- Change purpose to define how much of a refund df committee can get when their travel is expensed.
- Should be part of the spending any payment policy rather than on its own.

This policy is NOT approved. It will be merged with the Payment and Spending Policy

External Visitors Policy

Changes to make

- Add safeguarding procedures to related documents
- Reference other booking forms in related documents
- Could be split up more
 - Who counts as a visitor at events
 - What we have to provide for visitors (eg, expenses, food, overnight accommodation)
 - Maybe third bit on time on site
- Re-format into more bullet pointed lists rather than so many paragraphs
 - Should probably be a task for someone to write a second draft which is better structured.
 - **ACTION: Ray, re-write and submit it for the summer thing.**

Providing these changes are made, this policy is approved for one year.

Safeguarding Procedures

Changes to make

- Update the related document safeguarding policy to link to website policy
- Add external visitors policy to related documents
- Add woodcraft complaints procedure to this

- Specify DF Events in consent section regarding complaints
- Remove 'including homosexual sex' from top paragraph of consent section
- Change 'Drug and Alcohol policy' to Intoxicating substances policy
- Add DF Constitution to the related documents
- Correct the capitalisation of over 21s bullet points
- Add 'when applicable' to section 8, bit about who has access to data
- Add something about where data is stored to end of section 8
- Add non member declaration to related documents
- Include something about all over 18s need a dbs check
 - It is vital that all DFs over 18 and anyone in a position of responsibility have a DBS check

Providing these changes are made, this policy is approved for one year.

Shift Policy

Changes to make

- Point 4 spelling mistake - event
- Last paragraph - when not on shift (fix spelling mistake)
- Add words 'they' to start of first two bullet points
- Change so it is more than 50 and less than 50 people on events.
- Add on shift coc to related documents
- Add something along the lines of at the beginning of events, if you are expecting to be on shift, you need to read, understand and sign the on shift coc

Providing these changes are made, this policy is approved for one year.

On Shift Code Of Conduct

Changes to make

- Add shift policy to related documents
- Introduction - replace pastoral support with mest-up
- Add safe tree to related documents
- Add all policies listed in the declaration to related documents

Providing these changes are made, this policy is approved for one year.

Payment and Spending Policy

Changes to make

- Move para 2 and 3 of intro to different payment section. Include this in the deferred payment section
- Change deferred payment not being available for last event to treasurers discretion based off of if they think this person will be able to pay
- Add the travel expenses policy to the end of this one.

Providing these changes are made, this policy is approved for one year.

Policies Policy

Changes to make

- none

This policy is approved for one year.

Food Policy

Changes to make

- none

This policy is approved for one year.

Break for lunch. Meeting to recommence at 14:30pm

3 DF Camp & Althing 2022

Delilah was concerned about the general lack of people present at the meeting for this conversation.

Delilah has thought lots about this topic and has produced the following recommendations:

- Have DF Camp at the end of August 2022
- Combine DF Camp with Althing, so that we have five days DF Camp then *immediately* two days of Althing.

These recommendations were approved and the meeting moved to looking for dates. There are lots of other events throughout the summer (Common Ground, Latitude Festival, Shambala Festival) which present a challenge with finding suitable dates. We also need to steer clear of A level and GCSE results days (if possible), as well as Scottish term dates.

The dates decided on are Thursday 18th August - Thursday 25th August 2022.

Delilah is going to begin looking for sites in either Scotland or the south of the country (London or further south).

Delilah needs access to the old DF Camp site information. **ACTION: Thomas to send this to them.**

4 Common Ground

People on DF Committee think we need to do something DF related at Common Ground. We might be able to have a Thing. **ACTION: Thomas to ask Tom Brooks.**

Tom Brooks has sent a list of volunteer roles which are still available. Some of these are suitable for DFs and some of them are accompanied with reduced entry fee to the camp. Iz will produce some artwork which can be posted on social media for this. **ACTION: Iz then Niamh.**

5 Volunteering at Festivals

This was a proposal from the proposal form. As nobody left their name we couldn't work out what it was about. This item was skipped.

Meeting close 15:15pm