

## ***Committee Meeting – 14<sup>th</sup> May 2009***

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Members: Philip Stanton (PS) – Chair  
Andrew Morris (AM)  
Dave Brinson (DB)  
Derek Andrews (DA)  
George Chapman (GC)  
Lynne Pullen (LP) – Deputy Chair  
Mal French (MF)

Administrator: Monica Elsen (ME)

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### **1. Welcome and apologies**

No apologies received.

### **2. Minutes and matters arising**

Notes of last meeting agreed.

- a) GC to advise Sov. Radio PS will do interview –  
As venue and timings are confirmed this will now be set up by GC.
- b) AM to contact York House re availability 11<sup>th</sup> June.  
York House has no availability in June.
- c) AM to check availability of entertainers for launch  
As venue and timings are confirmed this will now be actioned – see notes below.
- d) AM to send logo out when ready.  
Completed.
- e) ME to contact potential exhibitors once time/venue confirmed  
Local authorities have been advised of possible launch and potential for involvement.
- f) LP and DA to draft questionnaire and circulate prior to meeting.  
Completed – see notes below.
- g) DB to invite Head Teachers once date/venue confirmed.  
As venue and timings are confirmed this will now be actioned.
- h) ME to send DB TOR for Forum  
Completed.
- i) DB to update TOR with financial regs section  
Completed – see notes below (item added at no. 4).

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### **3. Launch event**

**Venue:** LP and MF advised that the Underground Theatre auditorium was provisionally booked for 11<sup>th</sup> June from 3.30pm to 6.15pm. After a short discussion it was decided that the booking would commence from 3pm and we would book the coffee area also. The Underground Theatre organiser would be asked to provide volunteers to serve refreshments and confirm that the coffee area will be free of charge. ME will confirm the booking and arrange payment.

**Timings:** for programme – all timings are estimates

3pm	Access to venue for set up
4pm	Launch event opens
4.15pm	Arrival of His Worshipful the Mayor of Eastbourne Introductions to Committee Members
4.20pm	Welcome to the Mayor from Chair of Committee and welcome to all invitees /attendees
4.25pm	Opening address by the Mayor
4.30pm	Mayor to present prize to competition winner
4.35pm	Thank you to Mayor by Chair of Committee and short speech re origins and purpose of the BourneOut Group etc. followed by introduction for entertainer
4.45pm	Entertainer
5pm – 6pm	Networking etc
6pm	Close of event / removal of literature etc.
6.15pm	Leave venue as we found it.

**Invitees:** Obviously all forum members would be invited. Ideas put forward at the meeting included: Sussex Downs College; Terrence Higgins Trust; Sussex Police LGBT Liaison Officers; Gay History Month; Councillors; MP and Stephen Lloyd; Victim Support. Committee members to send GC their list of invitees asap. GC will co-ordinate list and remove duplications. List will be agreed with PS before individual letters of invitation are sent. Please use GC's BourneOut email address.

**Organisations:** ME to advise PS and GC of the organisations she has already emailed and whether they wish to display literature etc.

**Entertainment:** PS advised that he had received information regarding a 'one woman show', the show is a monologue of LGBT people's experience of 'coming out'. She would be willing to deliver her show, which lasts approximately 50 minutes, at the launch and waive her normal fee but her travel expenses would

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need to be covered of around £75. Committee members felt that a 50 minute slot would be excessive at a two hour event but it was felt that this could be reduced. A discussion followed and it was decided that AM would contact Gary Richard, who is a performer in the summer show at the Royal Hippodrome Theatre. AM will find out whether Gary would be willing to remain in EB one extra night and do a fifteen minute slot at the launch.

**Mayor:** MF advised members that she had been in contact with the Mayor's office and as long as the Mayor did not have a private appointment, he was free to attend the launch. It was agreed that MF would complete the booking form for the Mayor and details were agreed for inclusion. It was hoped that the Mayor would be willing to present the prize to the 'name the forum' competition winner. MF passed the protocols for Mayoral activity to PS.

**Promotion:** MF had received some quotes for large posters to be printed with the logo which could be laminated, this led to a discussion on the need for a banner. It was agreed that MF would seek prices for a 5' by 2.5' banner with the logo and website address to appear. ME advised that as the hire of the venue was approximately £100, there was £150 remaining in the sponsorship monies from the Council, this would likely cover the cost of a banner. ME could also obtain quotes from EBC's printing section for A3 and A2 size posters. These could be funded also. It was agreed that further quotes would be obtained by MF and ME. A5 leaflets would also be required and AM agreed to design the leaflets with details of the launch. ME suggested that a number of leaflets could be printed by the Council also.

**Questionnaire:** LP and DA asked for feedback on the questionnaire. It was agreed that a question should be asked about the experiences of LGBT people when accessing Council services. It was also agreed that the results would be shared with the Council and placed on the BourneOut website. The questionnaire would also be placed on the website for online completion. ME agreed to format the questionnaire over four pages and print 200 copies for the launch.

**Action:**

**ME to confirm booking with Underground Theatre and pay invoice when received**

**All to send their list of invitees to GC asap – GC to remove duplications**

**ME to advise GC and PS of the organisations she has already notified**

**AM to contact Gary Richard to find out whether he would be willing to provide entertainment at the launch event**

**MF to complete paperwork for Mayor's office and attach TOR for info**

**ME to obtain quotes for large colour posters of the logo with website and printing of leaflets**

**MF to obtain quotes for a banner with logo with website**

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**AM to design leaflets**  
**DA and LP to update questionnaire and send to ME**  
**ME will format the questionnaire and once format is agreed order 200 copies to be printed**

#### **4. Terms of Reference**

DB went through the revised TOR. All additions were agreed. DB will add logo to TOR and send out to committee members. MF will send these to the Mayors office. As the committee agreed the new TOR a Treasurer is required. DB was nominated by GC and seconded by PS – all committee members agreed for DB to take on the role of Treasurer and DB accepted.

This will now enable a bank account to be opened which would require three signatories. It was agreed that DB, MF and DA would be the signatories for the bank account. DB will liaise with MF and DA for a time to open an account.

It was also agreed that two volunteers from the wider forum would be required to take on an auditing role of the annual accounts. This will be requested at the first BourneOut full forum meeting.

**Action:**

**DB to liaise with MF and DA over a time to open a bank account**  
**PS to raise the issue of two volunteers at the next meeting of the whole forum**

#### **5. Topics and agenda items for future meetings**

The only topic at the next meeting will be the Launch.

#### **6. Date and venue of next meeting**

6pm on 3<sup>rd</sup> June, Robing Room (next to Council Chamber, first floor) Town Hall

#### **7. Any other business**

GC raised an issue of concern in regard to information he had received about an organisation represented in Eastbourne, and shared this with the Committee. GC wished to write a letter to this organisation outlining the concerns and asked Committee members if they felt able to give this letter their backing. Committee

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members unanimously agreed that these concerns should be raised and agreed to give their support.

A vote of thanks was raised to GC for bringing this matter to the Committee's attention.

<p><b>Action:</b> <b>GC to prepare and send letter on behalf of the Committee</b></p>
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There were no other items of AOB.

Meeting ended at 8.15pm