



ENGLISH YOUNG LIBERALS

EYL Executive 2023 Meeting - 6th November 2022 - Minutes

Present:

James Green (Chairing)	he/him	james.green@youngliberals.uk
Joe Norris (Minutes)	he/him	joe.norris@youngliberals.uk
Toby Hawkins	he/him	
Patrick Gilbert	he/him	
Jack Worrall	he/him	
Tom Sutton	he/him	
Nicholas Orford-Williams	he/him	
Miguel Smith	he/him	(joined part way through)

Apologies:

William Tennison
Roben Franklin
Nathan Eve

Absent:

Charlie Moore

Agenda: [📅 Agenda Nov 22](#)

Meeting opened at 4:00pm.

1. Welcome and Apologies

JG proposes that JN takes the minutes.

Unanimously approved.

2. Modes of Working (Slack, Emails, Trello, Google Drive)

JN covered the use YL-dedicated personal emails, the YL Slack, the EYL shared Google Drive, and the EYL Trello board.

JN will ensure everyone has access.

3. Co-options Schedule

Co-options Timetable:  Co-options Timetable

JG introduces the plan for co-options of vacant regions and committee positions.

PG asked a question about terms.

TS asked about getting regional officers to send out adverts of vacancies.

JG replied that the YL Staff Member would send out emails to YLers in the relevant regions, and to all English YLers for the committee co-options.

Unanimously approved.

4. Calendar for Upcoming Year

JG shares the yearly calendar, highlighting key dates including Young Liberals conferences.

JW asks if the Chairs are happy to give written reports of the English Council; are they going to give a report of the English Council that took place on the 5th of November? JG and JN inform they are happy to give reports for future English Councils meetings, but will not be for the meeting that just happens as they were not there in an official capacity, and that is the responsibility of the outgoing EYL Chair.

5. Email Bulletin

JG demonstrates the email bulletin Google Form. Asks that everyone completes their submissions two days before the end of each month.

6. Comms Requests

JN and JG explain how the comms request trello board will work.

MS joins the meeting.

7. Regional Review Documents

JG explains that the chairs want to review what is going on in the regions: what is happening, goals, action points.

JG to finalise documentation prior to handover meetings.

8. Budget Requests

JG explains that EYL is applying for a budget for exec meeting travel and a training day.

JG encourages chairs to make budget requests for anything they may want.

JW asks for £50 set aside for leaflets at regional conferences, and for some of the access fund to be set aside for regional conferences.

PG said that the only thing he came across was branded items, i.e. banners, etc.

9. Executive Regulations and Standing Orders

Executive Regulations: [EYL Executive Regulations](#)

Standing Orders: [EYL Standing Orders Draft](#)

JG explains that EYL has none of its own Executive Regulations nor Standing Orders. JG and JN are bringing Standing Orders to be adopted at the Winter Conference, but are planning to consult on the process in which this occurs. The progress so far is amending the Federal SOs to be appropriate for England (replacements and omissions). JG explains the initial edits to the ERs, and where things need discussion. JG appeals for the Executive to review and contribute.

PG makes suggestions for Regional Chair ERs.

10. Training Opportunities

JG talks about upcoming training for signposting (safeguarding), graphics training, how to run action days. Asks if members would like any additional training.

11. Handovers

JG talks about organising handovers, and JN and JG (and MS) to be present to talk through personal goals and support that can be offered for each region.

12. Any Other Business

TS - first, asks about safeguarding and if issues arise, asks who is safeguarding trained, to help the process. JG says safeguarding issues should go straight to the staff member. JN encourages to go straight to the staff member, even if you are unsure. JG expresses that it should not go via the chair. No one has safeguarding responsibilities, other than to defer straight to the staff member.

TS - second, local elections, possibility of GE, asks for contingency plans, defer to federal or. JG says that GE targets are left to federal strategy. EYL's focus is local elections. JW emphasises that as regions we should be building up capacities and communities for people with branches or without as campaigning resources for the general. TS agrees with JW and emphasises cross region collaboration, leave to federal for actual organisation. JG wants regular action days in all the regions.

Action Points

- JN to add people's emails to the Trello workspace and set up the access to the boards as required.
- JN to check that everyone has access to the Google Drive folder.
- JG to finalise the co-option timetable, and communicate to the staff member.
- EYL Chairs to plan the advertisement of the co-options.
- JG to lead in finding potential candidates for the Devon & Cornwall co-option, JN for the East Mids, and MS for the North East.
- Members to inform EYL Chairs of any budget requests they may have.
- EYL Chairs to meet to finalise the budget ahead of the 18th November submission deadline.
- Members to provide input on the draft Executive Regulations and Standing Orders.
- Members to request training opportunities ahead of the start of their terms.
- EYL Chairs and members to organise handover meetings.
- JN to finalise and distribute these minutes.

Next meeting will be the 4th of December 2022.

Meeting closed at 16:59pm.

E&OE