

Llanelli Boys Grammar School Old Boys and Graig Former Pupils Association

Meeting Minutes

Meeting Date 7th July 2015

Meeting Location Room E26, Graig Campus, Coleg Sir Gar

Approval DRAFT

Recorded by John Buckee (Secretary)

1. Attendance

Name	Title
Ken Board	Chair
George Parker	Vice Chair
Allan Jones	Treasurer
John Buckee	Secretary
Claire Rumble	Committee Member
Peter Lane	Committee Member
Keith Thomas	Committee Member

Apologies

Paul Oram	Committee Member
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2. Meeting Start

Meeting Schedule Start 18.00 hrs

Meeting Actual Start 18.00 hrs

3. Agenda

- *Agenda Item 1* Minutes of the last meeting

These were accepted as a true record of proceedings and duly signed by Mr. Ken Board, Chair of the Association

Accepted as a true record

Signed


Position *Chair*

Date

11 Aug '15

• **Agenda Item 2 – Matters arising**

Availability of domain name Graig former pupils	Mr Peter Lane	The domain name has been purchased with access possible via a sub-domain on the original www.llanaelligrammar
Letter to members with non Functional e-mails	Mr. John Buckee	Sent. Only one hard copy reply. Details to Mr. R Lane.
Invitation to Mr. P Copper for the position of treasurer	Mr Ken Board	Mr Phil Cooper has accepted the role of Treasurer. It should be realised that Committee members will manage funds according to procedures (to be developed) and the Treasurer will merely oversee the process.
Transfer of funds and assets	Mr. Ken Board	Dependent on discussion Messer's Cooper/ Jones
Estimate WW1 and WW2 plaques	Keith Thomas	Estimate can only be given upon receipt of names, required font, size etc. Mr Keith Thomas and Lt. Col David Mathias to follow up. Lt. Col David Mathias to also receive quote from stonemason working on a parallel project. Mr George Parker suggested that a copy of the interpretive panel at the Marble Hall site be considered for inclusion at the heritage centre. Important that the commemorative plaques do not get diluted by other themes on the planned wall of the heritage centre. The inclusion of an encasing frame for the plaques to be considered
Reunion Dinner speaker	John Buckee	Mr Jon Gower is unavailable. Dr. Keith Marshall has accepted. Technical requirements passed to hotel. Provisional title "Musician or Magician" Invite Mr John Martin as the second speaker.
Patrons of the Association	Mr. Ken Board	Lord Leslie Griffiths and Lord Michael Howard have both accepted the position as Honorary Patrons of the Association
Suggestion of a worthy Cause – Mr B. Lyles	Mr Ken Board	Financial support to heritage centre to be developed in the Graig Campus building
Contact detail for London Branch	Mr Paul Oram	No update

• **Agenda Item 3 - Reunion Dinner**

- January reservation cancelled – Confirmed
- Menu – tasting menu to be presented at the next committee meeting, at this meeting direction must be given to the Hotel to finalise the menu ASAP
- Dress code – Black tie preferred else lounge suite.

Accepted as a true record

Signed

Ken Board

Position

Date

Chair
11th Aug 2015

- Marketing / publicity for the dinner - marketing of the event to commence no later than mid-August (at least six clear weeks before the event). Publicity will be via e-mail/ social media, local radio and a formulated press release
- Tickets and Ticket Sales – admission will be by ticket (numbered). Ms Claire Rumble to seek quotes
- *Agenda Item 4 – Membership*
 - Publicising – via e-mail/ social media and a formulated press release
 - Payment – payment by cheque and standing order will be accepted by post. Payment by all methods (cheque, standing order or cash) will be accepted on the night of the dinner. Payments will only be accepted when presented with a completed membership form
 - Recording – completed membership application forms act as hard copy record. The data provided will be transposed to an electronic data base which will also act as the financial record and distribution list for mail / e-mail correspondence.
- *Agenda Item 5 – Any other business*
 - a) Responsibilities – The committee recognised that certain members have specific tasks/ responsibilities and any actions should be directed through them.
 - b) Reply from the Charities Commission – Mr John Buckee to provide the Commission with a copy of the revised constitution together with a suitable covering letter setting out our charitable aims.
 - c) Mr George Parker made available copies of the Centenary Commemorative Booklet of the School (1895 – 1995) together with a collection of related photographs. It was suggested that perhaps copies of this may be offered for sale at a dinner else via the webpage / social media. Ms Claire Rumble to seek quotes.
 - d) Lt. Col. David Mathias made the Committee aware of the fact that, out of personal interest, he is researching the family history of those former pupils who gave their lives in the wars (WW1 and 2)
 - e) Ms Claire Rumble asked for an outline of the reunion dinner format to be provided at the ext meeting.
 - f) For Information -Graig pupils having entered the School in 1997 -1998 are now approaching 50 years of age and plan a reunion dinner at the School during the month of September 2016. Former pupils will be encouraged to use the social media site to promote this event

Accepted as a true record

Signed

(Signature)

Position

Chair

Date

11th Aug. 2015.

4. Meeting End

Meeting Schedule End 19.00 hrs

Meeting Actual End 19.35 hrs

5. Post Meeting Action Items

Action	Assigned to	Deadline
Confirm acceptance of Mr Phil Cooper to the post of Treasurer	Mr. Ken Board	
Request quotes for WW1 and WW2 plaques	Mr. Keith Thomas Lt.Col. David Mathias	
Invite Mr John Martin as the second speaker at the reunion dinner	Mr. John Buckee (done and accepted)	
Issue a press release confirming Lord Leslie Griffiths and Lord Michael Howard as Honorary Patrons of the Association	Mr. John Buckee	
Taster menu to be available at the next meeting (Hotel Functions Manager and Chef / Executive Chef to be requested to attend)	Ms. Claire Rumble	
Quote for tickets for the Reunion Dinner	Ms. Claire Rumble	
Work to resolve issues with the Charities Commission	Mr. John Buckee	
Cost to re-publish copies of the Centenary Commemorative Booklet	Ms. Claire Rumble	

6. Decisions Made

No concrete decisions made.

7. Next MeetingLocation 11th August

Date Bryn Y Mor room, Stradey Park Hotel

Time 18.00 hrs.

Accepted as a true record

Signed

Position

Date

K. Board
Chairman
 11th August 2015.