

## ELL – Minutes of Quarterly Meeting

*Friday 2nd August 2013*

### **Present:**

Jo, Hannah, Poppy, Gemma McDermott, Monica, Sam

### **Agenda:**

1. Plant fact sheets and website
2. Festival
3. Metropolitan
4. Money

### **Actions**

1. Jo change Google email footer so it points to new website
2. Monica and Malika to make new care leaflets for our plants
3. Jo to see how to get film onto home page of website.
4. Hannah to contact volunteers about being at ELL on day of festival
5. Jo to liaise with Abdul on writing a Service Level Agreement between ELL and Metropolitan
6. Jo to upload PACT quarterly reports on to ELL and TFP websites.

#### **1) Website and plant leaflets**

The emails from the google group point to the TFP site – so need to change.

The plant leaflets we did before need to be moved across to the ELL website. Malika and Monica offered to make new care leaflets.

The film made by Morris has had a lot of hits to lets work out how to get it onto the home page of the website.

#### **2) Festival 22nd September**

Kim, Gora, Gemma M and Sam offered to be around at ELL on the day of the festival, showing people around. We will also have a PACT meal on the day presided over by Caroline Dawson.

#### **3) Metropolitan**

We need to write a Service Level Agreement with Metropolitan

#### **4) Money**

We said we'd be transparent but the quarterly reports for PACT expenditure are not online. These need to be uploaded onto the website.

**Date of next meeting. 1st November, 11am**