

Forum Steering Group Meeting Minutes 14th June 2005

PRESENT

Danny Fitzgerald
Tim Chambers
Graham Alldus (Lambeth Met LGBT LO).
Amy Donovan (Lambeth LGBT Anti-Hate Crime Coordinator).
Yvonne Stewart-Williams
Rose Donovan
Lee Winters
Min Rodriguez

APOLOGIES

Fraser Serle
Ego
Khi
Christopher D'Souza

Minutes from last meeting were agreed as an accurate record.

LETTER OF COMMITMENT

- All comments have been incorporated and the document needs to be drafted as a formal letter before being sent to Council Chief Executive, Leader, Deputy Leader & Heads of Labour & Conservative Groups

Action: Lee to re-draft as a letter.

PRIDE

- Graham circulated a final draft of the info card, which is now at the printers and will be ready for launch at Pride.
- A simple banner will be produced from a rough draft that Amy & Graham had worked on. It will have the web address and the five partner logos on it with a subtle rainbow / spectrum motif to match the info card (see attached).
- Amy has also sourced money to have pens printed with the website which will be distributed at Pride.
- The possibility of meeting up prior to the March was discussed and it was decided to be impractical, however most people will be on mobile phones etc and hopefully will see the banner – be in the area from 11am.
- No dress code at this stage – t-shirts proved too expensive

- Stall is open from 4-7pm but any assistance from 3pm would be greatly appreciated.
- Local service providers will be contacted to see if they want to display information on the stall.
- It was agreed that the existing Forum logo is fine, but Graham will ask designer to darken the writing to make it more legible.

Action: Graham to collect these materials and bring to Pride stall.

Action: Graham to get info cards to Yvonne for 30th June for her to distribute.

Action: Amy to email wider Forum with details of March & Rally.

Action: Amy to circulate the distribution strategy for the info cards.

Action: Graham to ensure logo is modified.

EMAIL

- The Forum already has the email address of LGBTlambeth@yahoo.co.uk
- Lee said that this mailbox has not been accessed for sometime and has over 500 messages in it. Lee circulated the password to enable access and asked that the messages be sorted, deleted or actioned as appropriate.

Action: Danny & Lee will clear the existing email back-log and monitor

Action: Amy spoke with website designer who mentioned that the forum actually has access to an email address as part of the web package that we can activate. Do people want the website address to be the yahoo one or to have it as info@lambethlgbtforum.org.uk

LGBT EQUALITIES REVIEW

- Comments had been passed back to Lambeth Council regarding the circulated document.
- Apparently spaces on the review panel have been reserved for steering group members – volunteers?

Action: Yvonne will attend short-listing panel this Friday.

STRATEGIC PLANNING

- During a discussion about appointing co-chairs for the Forum, the more concerning topic was raised about the apparently dwindling numbers of steering group members. People are obviously interested in attending as

they offer apologies, but at present the meetings have little to interest anyone and we need to harness the enthusiasm that many displayed at the Speak Out event.

- **The following suggestions were made:**
 - Monthly meetings from now on.
 - A simple agenda will be clearly circulated before meetings.
 - The meetings will be open to anyone from the Lambeth LGBT community to attend and meetings will be advertised via local & LGBT press.
 - Meetings will be split into two parts: the first will be a discussion with the guest speaker and the second part will be for the Forum's business.
 - Once info cards have arrived, copies will be sent with a covering letter to everyone that provided their details at Speak Out.
 - Everyone who offered to be a steering group member will be contacted by phone to update them of progress and encourage their involvement.
 - Key players from service agencies will be invited to attend separate meetings to explain how they are including the LGBT community in their work. This will provide an opportunity for members to ask specific questions. A proposed format is to invite speaker to give a 10-15 minute presentation with Q&As after, followed by a refreshment break before commencing Steering Group business
 - We will use the feedback from Speak Out to inform the choice of speakers e.g., Education (John Readman), Housing (Anthony Millinship), Equalities (Carole Litchmore), Social Services (via Andrew Webster), Community Safety (Andy Tarrant), CPS (Sue Jacobs) and the Primary Care Trust – via Amy.

The main aim is to get sufficient people to attend steering group meetings that we get fresh, stimulated discussions and so that we can feed directly back to the people who need to hear our feedback – minimizing the work required by forum group members outside of the Forum meetings.

Action: Lee will 'window dress' the aims / vision / mission document

Action: Danny & Amy will plan and co-chair the next meeting

NEXT MEETING: Tuesday 19th July at 7pm

Note the change in venue to the Council Offices: Community Safety Team, 205 Stockwell Rd. The entrance is between the barbers and the empty mini cab office; please buzz the C.S.T on the second floor.

Proposed Agenda

1. Welcome and apologies
2. Minutes
3. Matters Arising
 - Sign off letter of expectation
 - Sign off aims / mission / vision
4. Plan Upcoming Meetings (see below)
5. AOB
 - Please contact Amy with any other business that you wish to discuss

Suggested programme (all TBC):

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| <i>Wednesday 17th August</i> | LGBT History Month in schools, libraries & other venues John Readman (Education and Libraries) |
| <i>Tuesday 20th September</i> | Community Safety Supt Andy Tarrant & Paul McCann |
| <i>Wednesday 19th October</i> | Housing & Anti-social Behaviour Anthony Millinship (Housing) |
| <i>Tuesday 15th November</i> | Feedback by researchers undertaking the LGBT Equality Review |
| <i>Wednesday 14th December</i> | Christmas Party (venue T.B.C) |

PLEASE SEND AMY

- Any apologies for the next meeting
- Provide feedback on the suggested programme