

Agendas June 1922

AL/3248'

Alarm at impertinence. Only accepted because admin. for WI so great that my anxiety to ~~what~~ they ask me overcomes my discretion. Since receiving the bunch of Agendas of the Annual Meeting of County Feds I realize even more clearly the ~~difficulty~~ of the job. ^{It is quite clear that} Many of the Agendas in my hand have been arranged by ~~people who~~ past masters in the art, but on the other hand there are amongst them a certain number that show inexperience. My remarks today must be addressed to the inexperienced Secretaries & those who know more about the business than I do must be kind & put up with a boring lecture.

First A few words on Agendas in general.

Working up the Agenda simply means ^{as you know} making out a program of the work which ~~any~~ given meeting has to get through.

~~This means~~ ~~not much time~~. An amazing amount depends upon the way in which the programme is drawn up. (First ~~there is the grouping together of the business under various headings then there is the decision as to the order of~~ ^{or} ~~the groups~~ ^{arranging of} ~~the order of~~)

By a skilful grouping of the business in logical order ~~a~~ surprising amount can be done not only to save the time of the meeting but to help in keeping its mind clear & ^{to ensure that it shall have the} ~~supplied with the fully~~ ^{the necessary information fresh in mind} ~~informed~~ ^{at} ~~what~~ the time when each decision is taken.

AL/3248 cont

~~Experience has shown~~ In drawing up the Agenda for the ~~ordinary business meeting of a~~. It is a

Experience has led to a certain more or less formulated ~~formulated~~ order being adopted for ^{the} Agendas of various types of meetings + you are of course all of you acquainted with the specimens Lady Deveran has given ~~you~~ of these

in her admirable little leaflet on Procedure. ~~But these~~ have ~~sketch~~ models ~~as~~ these to ^{(you must not think it} ~~will not suffice you think to follow a model)~~ ~~Agenda~~ ^{entirely} ~~for the success of your arrangements~~ ^{amount of forethought + intelligence} will depend on the ~~way in~~

wh. you put into the grouping of the business under the various headings. Take for instance the Model that is given by Mr D for an ^{Cth} ~~ordinary~~ meeting. ~~Here we have given as~~

~~an skeleton~~ We may imagine the Secretary determined to ^{let us read it through} ~~guided by it completely.~~ ~~Being a very methodical Sec.~~

~~she always keeps~~ ^{together} in a certain drawer or drawers all the ~~documents~~ ^{papers} relating to business which have to come up to the Cth. + if there is any business which has no ^{documents} ~~papers~~ belonging to it she has ~~made~~ a little note of it when it occurred to

Edy D's model for ord. Cth. Read.

Correspondence 2 parts - etc.

But what I am supposed especially to be talking about is

Annual Meeting Agendas

An. Mt's are held for def. purposes gen. (and down in Rules of the Dy. concern). They are of course on a ^{altogether} ~~more~~ more grandiose scale than Cth Meetings. Around the Cth sign of this grandeur is that ~~the~~ in preparing the business it is no longer the Sec. who takes the decisions & is responsible for drawing up the Agenda, but the Cth itself. When the bus. is complicated & involves much detail it is usual to appoint a Sub Cth of 3 or 4 people to be responsible for the actual drafting of the Agenda & for seeing it through all its stages. Rather a special type of mind is required in members of the Aged Sub Cth. The type ^{of mind} ~~of mind~~ is inherent in terminological exactitudes & can relish the spectacle of a hair being split into 4 quiches. The person who has no patience with detail & who thinks it will be "all right in the night" must be kept off the Agenda Cth.

There is considerable opp. for variety in the general character of an Annual Meeting. Certain reg. business will always have to be transacted if it is true, but when that is finished it is generally open to the Cth to determine the general lines on which the meeting is to be conducted. It is very for instance to devote

AL/3248
cont

to propaganda & the general public be invited in; or else to improve the minds of delegates with discourses on Agendas & other ~~business~~ matters; or it may be limited entirely to business discussions or proposals sent forward by members in the form of Resolutions. Or there may be a mixture of a little of each. Examples of all these are found among our Agendas & it is no part of my business to discuss their relative values.

Let us instead go briefly through the through the various headings & see how they are dealt with by the Federations. We will begin with the Business Items & we will again be guided by ~~the~~ Lady Denny's Typical Agenda.

her mind & put it into the Cth drawer to be sure
 it sh^d not be forgotten when the ~~time~~ ^{time} ~~came~~ ^{came} round time
 coming for ~~making~~ ^{bring} it before the Cth.
~~is therefore~~ ^{therefore} has everything ready to hand when she begins
 her Agenda making. She looks at her model & ~~the~~
 first heading she sees is the apparently simple one
 of Apologies for Absence. Three of her ^{Cth} members will be
 unavoidably absent, in consequence of which they have
 written - Mr Lamb to offer ^{(the loan of her drawing} a room for the Whist Drive which
 the last Cth meeting had ~~been~~ decided to hold, &
 Miss Wolf to protest against the admission of a certain
 person to membership & Lady Peacock to propose a resolution
 for the Federation's ^{Annual} ~~Committee~~ Meeting. One Secretary ~~prepares~~
 three letters together with a little ticket clearly labelled
 these Apologies for Absence, & proceeds to the next Headings
 on the Model - ²⁺³ Minutes & arising from Minutes. She ~~finds~~
 that two ~~down~~ a list of the questions arising from the minutes a)
 further consideration of the July programme b) Hire of a room
 for the Whist drive. She makes a note of this & goes
 the 4th heading on the Model Agenda ~~with~~ ^{with} ~~together~~ ^{together}
 on to Correspondence, This is easy & she puts all the ~~reading~~

~~Before going further we will begin at helping~~
~~Again taking as an Example the Typical Agenda given~~
~~by the Council of County Fed.~~ in her little leaflet We will run through
the Headings she gives } + I will tell you how I have
found them illustrated in the County Agendas set me

I letters of regret -

Such letters in general to be avoided as much as possible
in my opinion. (If taken taken then here) Bud Combes C^{tes}
Seem to feel the same way as I few if any are found.

On the other hand the majority of the Agendas include
Minutes -

No heading for this in lady D's example in wh. I agree on the
gen. prin. of excluding boredom. A yr. too long to remember &
"Recard or Proceedings drawn up by Exec. in shibbest poor words prob. best

Ag with Ms

Without Ms

- 1, 2, 4, 6, 10, 11 (Recard), 12 (Grand), 13,
- 16, 17, 18 (Hist. Carrot), 19, 20 (various)
- 21, 22, 23, 24, 25 (Good) 28

- 3, 5, 7, 8, 9, 14 (fund), 15, 27

II Annual Report - to Balance Sheet
III Adeptim Ann. Report + Balance Sheet - Moved by Cham

2^d by ~~new~~ non-member of C^{tes} more graceful. Several
cases it is 2^d by C^{tes} members - Vice Chairman (28) etc.

IV Appointment of Tellers - Early in Agenda before Sec's report

Sometimes required for meeting as well as Ballot - Auditor - Cont help
remarkably how few of the the Agendas provide for app^{nt} of Auditor
Even 1 or 2 of last Agendas (20

6. Reports from W.I. by delegates

Very important part: Different methods adopted to get within time.
Lindsay ~~has~~ ~~the~~ ~~Agenda~~ ~~at~~ ~~the~~ ~~end~~ ~~of~~ ~~the~~ ~~holiday~~ ~~in~~ ~~us~~ ~~allows~~ ~~2~~ ~~mins~~ ~~for~~ ~~each~~ ~~report~~ + ~~deleg.~~ ~~are~~ ~~called~~ ~~to~~ ~~read~~ ~~them~~ ~~from~~ ~~institutes~~ ~~in~~ ~~alphabet.~~ ~~order~~
(11) Somersetshire seems to have a very good plan. Institutes asked to prepare
the 5 minute Reports; these were placed in a box + as many drawn out at random as many read as there was time for at the end of the ~~before~~ ~~the~~ ~~an~~ afternoon session. ~~where~~

Another plan (25 - Surrey) is to select by ballot.
" " (20 - Norfolk) 6 drawn from box dele. per each inst. reads 1

No W.I. Reports 22 - Hants; 19 Cambs; 18 Berks; 17 Northants; 16 W. Suffolks; 15 W. Sussex;
14 W. Kent; 12 Essex; 10 Kentonians; 8 Herts; 7 Warwick; 6 Shropsh; 3 Oxford;
2otts; Amongst these are some of the best Agendas; some have ^{several} reports

from Sub C^{tes}; some from Organisers of diff. species; + some have roll calls which perhaps ~~are~~ fell to take the places of reports. ^{I notice that one Fed. 23 Dorset discussed a Res. that instead of each W.I. sending a sep. rep. they sh^d be condensed into a group report.}

7. Ballot for members of C^{tes}

One or two remarks. 23 Dorset list of candidates with their institutes followed by "The following instit. sent in the above nominations"

"Lindsay's Fed." 4 sends rather an interesting note urging the delegates to take care that the 12 names chosen for the Exec. C^{tes} shall be as representative of the County Geographically as possible. (Rather a contentious point but perhaps depending on place.)

Before coming to ~~these~~ grand question of resolutions let us raise another small point ~~the~~ ~~concerning~~ them on most business Agendas. In Ldy Deenan's model this stands as "Other business by leave".

May I make a plea for the preservation of this formula in preference to the very prevalent heading "Any other Business" - ~~test institutes~~

28, 27, 21, 19, 18, 13, 12, 5, 4, 2. Few Feds. use this phrase, none Ldy D's.

We now come to the important question of
Resolutions - 28 Feds

1. My first comment is that out of the 29 Agendas in my hands

(6) no resolutions -

No Res: 28 Derby; 27 Midsex; 17 North; 10 Kesteven; 8; 4.

Heading of Res: but not given. 22 Hants. 19 Gants; 13 ^{Camwall} "re humane slaughter"; 11a; 9; 6 ^{Wiltshire} ~~11b~~; 2 ^{11b} ~~11c~~.

(7) Res. not given in full -

Res. 26, 25, 24, 23, 21, 20, 18, 16, 15, 14, 12, 11, 7, 5, 3, 1.

(16)

Very important to give words in full so that the questions can be discussed in the Institutes & the delegates instructed how to vote.

Bad specimen 2 - To sanction Luke Combs No proposal.

2. Next I must point out that proposals to alter the Rules should always be arranged ^{to deal with} together; ~~separated~~ ^{apart} from the Resolutions - ^{The constitutions usually provide} (21 Hereford, specially for the alteration of rules.

(21 Hereford, 25 Surrey 26 Somerset) In several of these agendas Resolutions of all sorts mixed up.

And now as to the ^{responsibility of the} Resolutions themselves. It appears that some ^{Fed} elementary of the ^{Cttee} have hardly recognised ^{that they are responsible} ~~that they~~ ^{responsibility} ~~for drawing up a~~ ^{workable} ~~necessity of arranging the~~ for presenting a workable programme to the meetings. It is not sufficient for them to ^{put down} ~~place~~ upon the ^{paper} ~~Agenda~~ ^{add} resolutions as they come in from the Institutes. They must see ^{first} that they are in order & they must arrange

AL/3248
CO. 12
8

them in such a way as will not easily enable
the meeting to arrive at a decision on the questions
they raise. When I say the Resolutions must

be in order. let me show you what I mean -

18 Berkshire "That the Boxford WI etc"

7 Warwickshire - "The W Fed" not properly worded.

12 Essex 4 & 5. "The Tending / wishes"

None of a similar nature I be found amongst those the res in
the Agenda. ~~And~~ The Fed. C^{tn} allow them to stand / expect
under the mistaken idea that they must not interfere.

Quite a mistake: They must arrange everything
quite clearly in preparation for the meeting.

Let us suppose for instance that they have
read these 3 resolutions from various sources

Resolutions

AL/3248 of
cont

That in view of the sufferings imposed on Secretaries by the compulsory drawing up of Agendas & keeping of minutes, it be an instruction to all W.I. within the Federation in future to omit these formalities from their proceedings.

C.

That in the opinion of this meeting the drawing up of Agendas is a waste of time & that the Secs. of W.I. within the Fed. be recommended to discontinue the practice.

~~the~~ B

That this meeting, holding that the keeping of minutes is likely to be a worry to Secretaries & unnecessarily hampering to the freedom of Clubs, advises the W.I. within the Fed. to give them up.

~~the~~ A

A's the A ^w - A	To omit ^{the words "sufferings" & "drawing up of"} Agendas & addition of ^{of the unnecessary interference of the clubs thereby involved}
Moved B.	" " " " / ^{keeping of} Minutes " + of the waste of time thereby involved
Moved A 2 ^d B -	" " " " " instruction " + substitute " recommendation "

Some ^{people} want to instruct Feds to abolish both agendas & minutes. It is clear that others want to recommend Feds to abolish agendas & minutes. It is clear that others want to recommend Feds to abolish agendas & minutes, while yet others we must suppose will prefer to maintain both Agendas & Minutes even though they are a burden to Secs. It is the subject of the meeting to find out the exact wishes of the majority & the simplest & quickest way to do so is to take one set of words &

allow the meeting to allow them to ^{and} suit their wishes. ~~The~~ meeting. It is here that ~~the~~ work of the Agenda Sub. C^{tn} sets to work. They have to remember that the Meeting can never settle more than one point at a time & it is their business to set out in due order the decisions that have to be taken.

They will agree & then

^{arrs} (See last page) 1st try if it is desired to drop out Agendas, then if it is desired to drop out Minutes then whether it is to be an instruction or a recommendation -

Decls to support a ^{uls} v oppose whole res.

(Having of the Agendas show complete understanding of all this) (I wish must understand that then res. may have to be turned to a ^{ul} etc.) (All I say is direct to those who don't. After Agenda ^{however perfect no good} without a ^{Chairman})