



Exeter Queer Festival

Meeting Minutes

Meeting Date:	19 th September, Start: 1900 hrs, End: 2030 hrs
Meeting Venue:	Online MS Teams
Attendees:	Annie Bennet (AB), Annie Westbrook (AB Chair) Martin Niebroj (MN), Rachel Bolt (RB), Roscoe Hastings (RH), Saleem Aziz (SA), Tanya Sprunks (TS), Tim Fairhead (TF), Wayne McGee (WM, Deputy Chair Minute Taker), Willem Tapper (WT)

Agenda Items



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Item No.	Item description	Owner	Action / Decisions
1.	Welcome, Apologies and Introductions Introductions to new committee members: <ul style="list-style-type: none">Rachel BoltSaleem Aziz Apologies from Trustees: Alex Aitman (AA) Apologies from Active committee members: Marina O'Shea (MOS)	Chair	
2.	Sign-off last month's minutes, and actions All to review minutes and actions, and let WM know of any amendments by Friday, 27 th October 2023	Secretary	

3.	<p>Update on Constitution Document and Status</p> <p>Decision made to go with a charity status of <i>Charitable Incorporated Organisation (CIO) by Association</i>. Main reasons for this were:</p> <ul style="list-style-type: none"> • Limited liabilities for the trustees • Increased membership capacity with voting • No taxed payable on revenue and income • More flexibility when applying for grants <p>We have drafted a constitution and mission document, which are in the final stages. Once finalised, we will book a consultation session with a legal expert at Exeter Library. We will circulate the documents to the committee and then apply for charity status.</p> <p>What makes us unique is our goal of strengthening the connections between LGBTQIA groups and the community. We have consolidated our goals into four key areas.</p>	Chair	<p>Action: MN to schedule meeting with expert at Exeter Library</p> <p>Action: WM to circulate Constitution amongst committee</p> <p>Action: WM to circulate Mission document amongst committee</p>
4.	<p>Sub Groups</p> <p>We are now ready to establish sub-working groups. To recruit volunteers, we will send a 'call-out' email to the committee. We agreed this can be circulated to groups wider than the committee.</p> <p>The groups are:</p> <ul style="list-style-type: none"> • Strategy Partnership and Fundraising • Event Management • Marketing and Branding <p>RB to reach out to the LGBTQ+ network at the Hospital, which has 80+ members. AB to reach out to the LGBTQ+ educational group and at Come As You Are on 12th November. SA to reach out to the groups within the NHS. WM to email and connect SA and RB.</p>	Chair	<p>Action: RH / AB to send to WM text for recruitment email.</p> <p>Action: WM to send out a 'call-out email' to the committee</p> <p>Action: RB/AB/SA to reach out to networks as per item descriptions. WM to email and connect SA/RB.</p>

5.	<p>Event Management and Timeline Update</p> <p>AB, MOS, and WM met on October 16 to discuss event management and strategy for a week-long festival with a holistic approach to sports, wellbeing, arts, and culture.</p> <p>We will use a two-pronged approach:</p> <ol style="list-style-type: none"> 1. Programming a 'build-up' week showcasing culture, taster sessions, and events 2. Weekender festival event, taking over the Exeter Castle and Rougemont Gardens, and working with venues such as Exeter Library, Phoenix and RAM. <ol style="list-style-type: none"> a. Friday: community choirs, orchestra, dance troupes, and comedy. b. Saturday: music headliners, drag race, disco, and DJ <p>AB has contacted Exeter Castle and RAM and is beginning to contact additional venues. AB is also considering dates, venue hire, the safety advisory group, council permission for park use, and police clearance to avoid date clashes with other events. Once confirmed, AB will collaborate with MOS to create an event management plan that also considers accessibility and inclusivity. RH, AB and MOS to work collaborative and align event and fundraising strategy.</p> <p>We will involve other organisations, venues, and groups, such as:</p> <ul style="list-style-type: none"> • Mecca Bingo • Music in Devon • Blunda Bus • Roaming Silent Discos • Local health groups (Andy's Man Club and Alright Mate) • Other LGBTQIA+ specific groups • Theatre venues • ISCA Football Club • The Chiefs • Exeter Roller Derby • Graffiti artists and artists <p>We decided not to erect a stage in Rougemont Gardens. A stage would have complicated the council application process, and we can work with the Library and Phoenix to provide stages instead.</p>	Annie B	<p>Decision: No stage within Rougemont garden.</p>
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	<p>Quick timeline overview:</p> <ul style="list-style-type: none"> • We will no longer hold a pre-launch event. • We will have a single launch in April 2024 to reduce expectations and demands on our capacity and time. 		<p>Decision: No pre-launch. Just one launch in April 2024</p>
6.	<p>Branding Update</p> <p>Our charity's target audience is the local LGBTQIA+ community as a whole, but our events will be more targeted. We will choose a name that aligns with our vision, aims, and goals, and has the potential for future growth. We may decide to use working names for future events, which may differ from the charity name. At this committee meeting, we shortlisted the following names for the charity:</p> <ul style="list-style-type: none"> • OutThere • Out&Out • Out There • Out Here • Uniquely Equal • Unboxed • Folks like me • Out of the box • Queerish • Out of Exeter <p>We will have two votes: A 24-hour vote to narrow the list down to two names. And a final vote on the two remaining names, to be held by the end of the week. Once a name has been chosen MN will start working on the branding.</p>	Martin Niebroj	<p>Action: All to vote on a name. WM to send polls out.</p>
7.	<p>Committee Intranet and Website (Wayne McGee)</p> <p>All agreed to have a committee intranet to share information and updates about the charity's activities, movements, governance, and committee. Only trustees and group leaders will have access to the shared drive. We will also build a website once we have finalised our branding. An app is not essential, but we are exploring the possibility of having one built for free through Exeter College.</p>	Wayne McGee	

8. & 9.	Next Steps, and AOB <ul style="list-style-type: none"> • Annie W is away from Nov 20th for one month • Next meeting is in person, at Phoenix on Tue 14th, at 1900 hrs • We will submit the charity application • We will set-up bank account to process the £5,000 • We will start working on charity policies • We will look to book venues and set date for the Weekender festival • We will set up 3x sub working groups: funding, event and branding • We will start working on a fundraising Strategy (Target £30k, £5k already raised) • We will start working on Comms Strategy and Marketing Plan 	Chair	Action: WM to set-up next meeting
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Next meeting date: Tuesday, 14th November 2023 at 1900hrs at Exeter Phoenix (*IN PERSON MEETING*)