

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD
Held on Thursday 6 September 2012 in the Committee Room at the Victory
Services Club, 63-79 Seymour Street, London W2 2HF**

Present: FPRA Committee Members: Robert Smytherman (Chairman), Philippa Turner, Robert Levene, Muriel Guest-Smith, Mike Derome, Stephen Guy
Hon Consultants - Nic Shulman, Yashmin Mistry, Chiara Gorodesky

In Attendance: Jacqui Abbott

1 Apologies for Absence: Richard Williams (Deputy Chairman), Martin Coleraine, Andrew Pridell, Martin Redman, Leigh Shapiro, Andrew McKeer, Ann Ellson, Shula Rich, Malcolm Wolpert

2. To approve Minutes of the Meeting held 23 May 2012 - These were approved.

3. Chairman's Report – report circulated prior to meeting. It was also reported that FPRA were looking to support Westminster Council who were planning on holding an Energy Efficiency conference on the green deal and how it affects flats in London.

BS has also applied to be on the ARMA Q independent panel.

Prior to the meeting BS met with Michelle Banks of ARMA to try to further the relationship with regard to working together, unfortunately Jeff Platt was unable to attend. It was discussed that FPRA would try to help in whatever capacity with regard to the forthcoming ARMA Q project.

1. Rebuilding trust – on going
2. Working together on Campaigns and Consultations (FPRA done/ARMA not)
3. Quarterly meetings – on going
4. Access to practice notes/adviser notes ARMA issue (Refused so far)
5. The Institute of Residential Property Management (IRPM) – Jeff Platt - direct contact
6. Web/Social links – agreed. To be checked

Concern expressed that ARMA appeared to want FPRA help but giving nothing back. Also failure to respond to consultation request.

4. Treasurer's Report – Summary distributed. MD reported that the accounts were looking healthy and there was no additional recommendation from the committee. RL reported that an independent accountant had been employed by the admin office to check over all the bank statements, paypal account etc. to double check everything.

5. Website Update – The website has been up and running since June with various adjustments being made. The committee was very pleased with the new look and SG reported that the new website consisted of two domains one for FPRA and one for FPRA members. There is a section for input from members and encouragement to contribute to be made in the newsletter. Committee members were asked to write a report about their individual blocks including photos to be included on the website to encourage Federation members to follow suit. FAQ section needs to be added to. SG also circulated charts showing the amount of visits to the site and this was discussed. SG still to give access to admin office. DTBA.

6. Update from Admin Office

A report had previously been distributed and this was updated

- a.) As at 6 September 2012 membership stood at 480 (compared to 335 at 23 May 2012 and 544 at the end of March 2012). There are 66 members that have not renewed.
 - b.) There are 7 members' questions outstanding and any outside the 10 day limit are with reason.
 - c.) The Autumn Newsletter issue 102 is in the process of being printed and is anticipated to be sent next week. It was agreed that the Report and Accounts and AGM details would be sent as a separate mail out in October as the AGM is later this year and this would act as a reminder.
 - d.) Validation of the complimentary newsletter list was carried out.
 - e.) Advertisers 9 at present with at least 2 waiting. It was agreed to put the advertising annual fee up to £600.00 per quarter page.
 - f.) Mail Chimp account is now established and Chris Lomas Ltd employed to set this up, create templates and help with creating mail lists etc.
 - g.) RL wanted it noted that Diane and Jacqui did a great job of covering over the summer break and the office was only closed for five days.
 - h.) The final chasing of members renewals was completed by the admin office in early August either by phone or email with quite a good success rate. A list of email responses for non-renewal was circulated and no real pattern was apparent.
7. **Progress on plans made at 12 October 2011 meeting** – list of items had been distributed before the meeting.
- a. Some forms are available on-line but this section needs to be added to. CH to assist SG in collating statutory forms for this section.
 - b. Unfortunately both parties who had volunteered to help produce guidance notes for the regularly asked question were unable to attend the meeting but would be chased by the admin office.
 - c. Links on the website - BS video and a NS blog but more needed.
 - d. Website to include stories from members – make an appeal in next newsletter. Each committee member with a block to write their story to start off the website. As discussed in website update.
 - e. The membership leaflet should be completely redesigned to make it more of a 'sales document'. Still outstanding and becoming urgent. MD and CH to work together on this project, after the admin office has contacted Bernie Wales.

8 AGM and Conferences – The AGM is being organised for Thursday 8 November 2012, Hamilton Hall, Mabledon Place, London WC1H 9BD, 5.30 – 9.30 pm.

NS updated the committee on progress with the event and all was on track. Baroness Gardner and Steve O'Connell from the London Assembly confirmed as key note speakers. CH also suggested a speaker from Tanfield Chambers.

9. Newsletter dates.

Issue 102 September 2012 – to be posted shortly

AGM notices and accounts to be sent October 2012

Issue 103 December 2012 – articles by 10 November 2012

Issue 104 February 2013 – articles by 6 January 2013 will include renewal reminders.

Issue 105 May 2013 – articles by 1 April 2013 will include further renewal reminders.

10. Dates for future meetings at Victory Services Club 5.30pm

Thursday 08 November 2012 – AGM and Event at Hamilton Hall

Wednesday 05 December 2012 – including subscription rates for 2013/2014.

Wednesday 13 February 2013

Wednesday 22 May 2013

If you are not attending please let the office know.

12. Any Other Business

- a. Insurance RL updated the committee on a test case of insurance commissions and reported that Philip Rainey QC of Tanfield Chambers had a quote in the forthcoming newsletter for those that had not seen it.
- b. ALEP Autumn conference, 2 October 2012, CH agreed to attend if possible.
- c. Social networking building up the FPRA profile with BS having many followers on twitter.
- d. Due to a vacancy in the admin office since Claire Barlett resigned in June, Diane and Jacqui have been sharing the additional work load but interviews were to begin to fill the Wednesday vacancy.
- e. RL reported that Malcolm Wolpert had resigned as a Director of the Executive Committee but was very happy to help on an ad hoc basis if needed. RL to send a letter of thanks. There was now a vacancy for another Director and an appeal would be made in the issue 103 newsletter.
- f. The Centre Forum consultation paper now available on the website.
- g. New committee member contact list distributed.
- h. The Priory (Ledbury) RA had a very complicated question and RL to send response with committee approval to say too complex to help.
- i. The leaflet to be update as a matter of urgency as it will be need for the AGM and other Events.
- j. YM is in the process of updating the 'Setting Up A Residents Association' information pack and an item for Peverel on the subject.

The meeting closed at 8.10pm.

**Date for next meeting the AGM and 41st Event - Thursday 8 November 2012
Hamilton Hall, 5.30 – 9.30 pm**