

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD
Held on Wednesday 22 February 2012 in the Committee Room at the
Victory Services Club, 63-79 Seymour Street, London W2 2HF**

Present: FPRA Committee Members: Robert Smytherman (Chairman), Stephen Guy, Philippa Turner, Robert Levene.
Legal Adviser - Nick Roberts.
Hon Consultants - Nic Shulman, Yashmin Mistry, Shula Rich, Bernie Wales

In Attendance: Jacqui Abbott

1 Apologies for Absence: Richard Williams (Deputy Chairman), Martin Coleraine, Mike Derome, Muriel Guest-Smith, Andrew Pridell, Chiara Gorodesky, Malcolm Wolpert, Martin Redman, Leigh Shapiro, Andrew McKeer and Ann Ellson.

2. To approve Minutes of the Meeting held 7 December 2011 - These were approved.

3. Chairman's Report – report circulated prior to meeting.

Just before this meeting BS held a meeting with Bridget Woods to discuss the idea of a procurement service, BS to keep committee updated with this initiative.

The clamping ban, likely to be an outright ban is anticipated to be in force by October.

FPRA will be promoting new guidance for Fire Safety in blocks of flats at a forthcoming London event, NS and YM will attend. NS also organising a further event scheduled for 28 April 2012 BS and YM plan to attend.

The Energy Bill – Green Deal still is waiting for a government response.

4. Treasurer's Report – RL gave a report in MD's absence with budget update for the year end 31 March 2012. Original projected loss for the financial year of £5,000 now estimated at a break even due to the increase in new members or returning members. RL also provided an 'FPRA 13 Year Income and Expense Analysis' this was discussed and the future was looking very positive

5. Update from Admin Office

- a.) As at 15 February 2012 membership stood at 548 (compared to 522 at the previous meeting and 538 at the end of March 2011).
- b.) We have 12 members question outstanding of which 4 are over our target 10 days One was seriously late due to a communication mix up.
- c.) Update on new computer RL thanked SG for all his help with the computer and made an apology to SG for a prickly email when new computer wasn't working – apology accepted. SG now dealing with all website and RL dealing with computer matters. Discussions regarding bulk emailing and 'Mail Chimp' to be looked into for the future.
- d.) Leases being returned with the next newsletter.
- e.) Former members' leases have been returned with a promotional leaflet.
- f.) Diane and Jacqui would like to thank the committee for the additional money received from the 40th Anniversary which was much appreciated.

6. Progress on plans made at 12 October meeting – list of items had been distributed before the meeting and further copy attached.

- a. Information/fact sheets available on-line this was agreed SR, SG, YM and BW to work on this. YM will collate/co-ordinate a list of topics and BW will also suggest wording on Section 20.
- b. Agreed as above.
- c. In progress by BS/YM.
- d. To go in next newsletter, it was agreed that all advisers be asked to try and identify Q & A's which were suitable to follow up to be used as case studies. The admin office to be advised separately from the Q & A so that it is clear that this is a case study request.
- e. SG apologised for the delay but thought that it would be live within the next 2 weeks.
- f. SG reported on the complexity of this and RL confirmed the admin office does not have the technical expertise. It was agreed to investigate 'Mail Chimp' and also the use of contractor to set this up for us. BW will forward details of service he uses.
- g. This has been done. SR suggested for the future that we consider a simpler initial form with then follow up for more detailed information.
- h. See above.
- i. Suggestions made by NS were thought to be excellent and NS/MW/BS/BW would draft the wordings and leaflet in conjunction with the design of the new website with NS coming up with initial ideas for discussion within the next ten days as this cannot wait due to our running out of the old leaflets shortly.

7. External Contact with –

(a) CARLEX/LKP – After discussion it was agreed that BS would arrange for his details to be removed from the CARLEX/LKP websites but it was perfectly in order for us to attend there events for the benefit of leaseholders and to have a link from their website but that extreme caution was required. RL to assist BS with email.

(b) ARMA – There was a discussion over what had gone wrong in recent times with the relationship and how we can go forward and it was agreed we should take up Andrew McKeer's offer to attend a meeting and RL/BS to attend plus any other committee member that could contribute. RL to draft a letter for BS to send to the new Chief Executive.

8. Newsletter dates.

Issue 101 May 2012 – articles by 1 April 2012

Issue 102 September 2012 – articles by 1 August 2012

Issue 103

Issue 104

9. 41st Year Event and AGM – This was left to the end of the meeting and NS kindly left for that part of the discussion.

The two proposals were discussed in great detail the preferred event organiser was NotB but only if various amendments were made to their proposal. If these were not acceptable to NotB then we would go with Significant Events. RL was delegated to deal with the appointment of the event organiser after which a sub committee consisting of BS/MW/YM and BW would deal with the event organiser.

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

Wednesday 23 May 2012 (SG sent apologies in advance)

It was agreed to investigate if we could change the booked meeting below to Thursday 6 September 2012 and if so the Committee would be notified however the room is not available and therefore the original date below stands.

Wednesday 12 September 2012 (BS cannot attend)

AGM date to be advised. This follows the appointment of an event organiser.

Wednesday 05 December 2012

If you are not attending please let the office know.

12. Any Other Business

- a.** LEASE conference date 15 May 2012 YM to assist BS with his speech. RL to request LEASE if we can have an extra complimentary ticket if so BW will use this.
- b.** BS thanked everyone with the Flat-Living Bournemouth event which was thought to be poorly organised and attended. It was decided not to attend a proposed Liverpool event but if the Brighton event went ahead this would be supported.
- c.** BS/SR and NS to represent FPRA at a consultation at the Japanese Embassy.
- d.** NR had produced a definitive Memorandum and Articles for submission to Companies House and replaces the present ones on the website following the agreement of these at the AGM. Technically these will be late in being submitted to Companies House.
- e.** RL advised that in addition to his usual absence during the summer holidays he will also be taking paternity leave in mid-June. The Committee wished RL and family congratulations.
- f.** BS advised that in 2013 he will be Mayor of Worthing and the time he can devote to campaigning to FPRA may be restricted. The Committee gave their warm congratulations.

The meeting closed at 9.15pm.

**Date for next meeting Wednesday 23 May 2012 at 5.30pm
Victory Services Club**

Securing New Members & Website - Action Points from 12.10.2011 Meeting.

- a. We should make forms available on-line as a direct benefit of membership even if we are copying some of these from other sites e.g. LEASE and ARMA.
- b. We should look to produce our own guidance notes to deal with regularly asked points e.g. Insurance, Section 20 etc.
- c. Proceed with a YouTube Q & A with link from website. BS to discuss with YM and organise.
- d. Website to include stories from members – make an appeal in next newsletter.
- e. Present website needs complete upgrade. SG is overwhelmed at present, with too many updates and news items, preventing him from dealing with the strategic issues. It was decided that news items should be concentrated in the newsletter rather than website and the newsletter should be slightly changed in emphasis to concentrate more on news and directing people to the website for technical information (clearly stating for non-computer people that information can be obtained via the admin office on request).
- f. It was agreed to fully investigate email distribution of the newsletter perhaps by linking an email sent out to the newsletter on the website members' area so that this could go to all members of the members committee or indeed further if they wished.
- g. It was agreed that our renewal form for 2012/13 would be redesigned so as to capture all committee members details and email if the member is willing to disclose them.
- h. Look to do a regular email bulletins to members and perhaps a different (enticing) email to non-members.
- i. Our membership leaflet should be completely redesigned to make it more of a 'sales document'.