

Meeting between Dave Allen (Chair of Disability Labour), Emily Brothers (Executive member of Disability Labour, Fran Springfield (member of Disability Labour), Sophie Talbot (member of Disability Labour and Simon Lydiard (member of Disability Labour).

11am 22 May 2018.

NCVO, Regent's Wharf, All Saints Street, London N1 9RL.

The meeting was called initially by Dave to include Fran and Sophie. Dave later requested Emily attend. Simon attended at the invitation of Fran and Sophie.

1. Sophie apologised for not letting Dave know that Simon was attending.
2. Dave explained that, because of ill-health, Louise Reece-Jones cannot fulfill the work associated with being Secretary of Disability Labour. Because of this, Brian Aylward (Co-secretary of Disability Labour) will act up to the Secretary role.

Online issues.

3. Sophie explained the current position regarding management of Disability Labour's Facebook, Twitter, gmail account, domain email accounts, and website.
 - a. Disability Labour has a public facing Facebook page. This is to promote Disability Labour and its campaigns.
 - i. Louise Reece-Jones is the sole admin of the page. Only Louise can add other admins or moderators.
 - ii. Fran and Rona Lisa Topaz are moderators of the page, and there maybe others. They have limited permissions to approve posts and remove posts.
 - iii. Fran does the bulk of the work on the page.
 4. Disability Labour has a closed, members only group. This enables members to discuss campaigns, policies and management issues.
 - i. Louise Reece Jones is the sole admin of the group.
 - ii. Fran, Rona and Sophie are moderators of the group. Fran does the bulk of the work in the group.
 - b. To get control of the Facebook page and group, the Disability Labour Executive should minute taking a decision to do so and name an individual to have initial control. Those minutes should be sent, in full, to Louise with the request she make the named individual an admin of the group and the page, giving a reasonable timescale for her to respond. If that is successful, the named individual can remove Louise as an admin.

If that is not successful, The Executive should send a copy of the minutes with a covering letter on Disability Labour headed paper to Facebook requesting the admin credentials for the page and the group be provided to the named individual.

c. Louise and Fran have the Twitter account credentials. Fran does the bulk of the work on Twitter. To gain control of the Twitter account, Fran or Louise can be asked to provide the log in details to a named individual at Disability Labour. That named individual can then change the password.

d. Disability Labour has a gmail account. To get control of this, the same procedure should be followed as for Facebook, sending the request for credentials to Google.

i. Discussion followed about good practice regarding email accounts. Sophie advised the Google account be shut down once the Executive gains control of it.

5. Disability Labour currently has one domain email account, hosted by Tsohost. This is info@disabilitylabour.org.uk. Fran, Sophie and Louise have access to this. Louise can be removed should the Executive agree this. Fran does all the work managing enquiries coming into this account, including referrals when welfare rights and associated issues are raised.

6. Disability Labour can have up to 25 domain email accounts. Sophie advised the Executive could set up an account for each Executive officer or member. This would avoid use of personal or work email accounts and any resulting confusion. It would improve the profile of Disability Labour. It would enable continuity between old and new Executive officers and members. She proposed at least a chair@disabilitylabour.org.uk and secretary@disabilitylabour.org.uk account. Once set up, these accounts are private.

7. The website is set up on WordPress. Louise, Fran, Sophie and Brian can log in. Sophie can remove Louise and add additional Executive members on request.

8. Sophie offered to provide training to enable executive members to manage the website.

9. Dave and Emily outlined agreements made at the Executive meeting on 12 May regarding Facebook, Twitter, gmail, the domain email accounts and the website:

a. The Executive is to be responsible and accountable for all Disability Labour's online presences.

b. The Executive wished to thank Fran and Sophie for the work they have

done to date.

- c. The Executive agreed they would like Sophie to continue managing the domain and the website, liaising closely with Brian and Emily.
- d. The Executive agreed they would like to co-opt Sophie onto the Executive.
- e. The Executive agreed the Twitter login details are to be provided to them.
- f. The Executive agreed that Fran would continue working on the Facebook group.
- g. The Executive agreed that they would take over all work on Twitter, the Facebook page and the info@disabilitylabour.org.uk email address.
- h. Sophie stated she would not reply to the request to continue volunteering or to be co-opted as she needed time to reflect and talk it through with Fran and others. She said she felt the co-option should be a jobshare with Fran as Fran does most of the work.
- i. Fran stated that, given the sheer amount of work she had been doing as a volunteer for Disability Labour, and given previous offers to co-opt her to the Executive committee, not co-opting her now was insulting, horrendous and discriminatory. She felt that Emily did not trust her and that was the only reason for her not being co-opted at this time.
- j. Simon asked if co-opting Fran and Sophie as a jobshare Executive member would allay any issues the Executive has about the Twitter, Facebook page and info@disabilitylabour.org.uk being managed by Fran.
- k. Dave stated it would, but that Disability Labour does not currently allow job-sharing as it has no protocol for it.

Membership.

- 4. Dave explained that Disability Labour used to manage its own membership system but that Labour HQ had insisted taking it over some years ago.
 - a. Since then there have been continuing issues preventing Disability Labour membership being properly managed.
 - b. These issues prevent Disability Labour identifying or communicating with members.
- 5. It is Disability Labour's intention to bring membership management back in house when that becomes possible.

Members attending Executive meetings as observers.

6. Dave stated that members are not currently allowed to attend Executive meetings as there is no protocol for it.

a. Keirsten Hearn is leading a workgroup comprising some Executive members that will include a protocol for this.

b. Dave said the new protocol will need to address a number of issues, such as whether a limit should be placed on the number of members attending any Executive committee meeting.

AGM date and venue.

7. Dave explained that the Executive has not agreed a date or venue for the AGM yet.

8. Dave assured everyone that Disability Labour would not hire a venue that was inaccessible to the degree of putting members at risk.

The meeting ended at 12.30pm.