**FEDERATION COUNCILLOR REPORT.**

**FEDERATION MANAGEMENT BOARD MEETING 10-12th FEBRUARY 2017.**

**Charitable Status:**  The process to apply to the Charities Commission for registration as a charity has begun. Initial steps include development of a project plan, setting up SIGBI Trading Ltd., reviewing the composition of the Federation Management Board and ensuring the requirements of the Charities Commission for good governance are met.

**Growth Plan:**

***Roll-out –*** dates for the roll-out of the plan across the UK Regions and the Republic of Ireland will be sent in a letter to each Club shortly. Three to four members from each club will be invited to attend two separate days training with an 8 week break between the days. During this period there will be homework to be completed by the Club including draft Club development plans. These development plans will be shared. All London Chilterns Regional clubs will attend Lancaster Hall Hotel for this training.

***Growing our brand –*** SIGBI, Regions and Clubs are encouraged to apply for awards for 3rd sector organisations. Lisa Roscoe, Communications Manager at HQ is researching local awards for us. SIGBI and Clubs are also encouraged to form partnerships that enable working together and mutual recognition.

***SIGBI website –*** Three companies were recently invited to present templates for a new website. The FMB agreed to follow-up on two of the companies to obtain more detailed proposals before making a final decision.

**Organisational Development:** Another Development Day has been organised for Saturday 10th June at Aston University, Birmingham. The cost will be £42.50.

**Membership:** Membership Month will be repeated in May with t-shirts, badges, a new foldable shopping bag for handbags, membership gift-vouchers and a tool-kit available on the website. There will be another Thunderclap and adverts on Facebook.

**Finance**: Working groups will look at how to make grant-funding applications and work continues on producing a “legacy leaflet”.

**Programme Action:** Full consideration has been given to the Membership’s responses to the consultation on the future of Programme Action and decisions made accordingly. The Programme Director and her team of Assistant Programme Directors have created closer ties with UKPAC through the creation of new Terms of Reference which have been agreed by all. Progress is being made on the creation of clusters outside the UK.

**Communications:** Members will be surveyed as part of a review of internal communications and there will be research on communications within other organisations.

**Conferences:** Cardiff 2017; Liverpool 2018; Bournemouth 2019.

**Gift-Aid:** Members in the UK who are tax-payers are encouraged to complete a gift-aid form because this provides SIGBI with valuable revenue. The form only needs completing once and can be found at <http://sigbi.org/members/clubs/forms/> by scrolling to about half way down.