



Hale Community Centre's Board of Trustees Fundraising Sub-Committee Update

Background Information:

1. Since the last Board Meeting, the Fundraising Sub-Committee have been exploring various possibilities to improve circulation of the Newsletter, target specific groups and improve feedback to supporters, etc.
2. HCC has no central database⁽¹⁾ of user information, instead it took the decision, in line with GDPR guidelines, to maintain a number of Goggle spreadsheets containing personal details, which relate to the Centre's specific interests, i.e., Fridge & Cupboard who provide feedback and info to Help Force, Xero and Hubdoc for the management of suppliers and Hallmaster for its booking management, etc.
3. A Mail Chimp spreadsheet used to distribute email copies of the monthly Newsletter has approximately 250 names and personal details, collected through a Google Form

Where Are We Now:

1. Following the last Fundraising Sub-Committee meeting on the 7th of July, JC/JH received an action to talk to Oliver Deighan (OD), who JC had recommended to HCC as someone who can help develop a database; OD having recently designed a database and management system (DBMS) for the Farnham Society.
2. By way of opening dialogue, JC and JH had a Zoom Meeting with OD on 10th August 2023: -
 - a) OD was unaware of the aims and purpose of the Hale Community Centre; therefore, it was suggested that he visit the website to find out more about the various groups that use the Centre and the activities laid on for them.
 - b) JH explained that the Centre holds various personal data within spreadsheets which are either set up in Google or Excel. A Mail Chimp spreadsheet on a Google drive has approximately 250 names recorded. Initially, it is envisaged that these names will provide a starting point for a new 'Hale Community Centre Database'.
 - c) After hearing a summary of why HCC was now looking to have a central database, OD suggested that Microsoft Access powered by Microsoft 365 would provide the best solution for the Centre. OD confirmed that Access would be compatible with Mail Chimp and could also be shared with other staff using the Google drives.

- d) OD is fully conversant with Data Protection regulations and therefore fully prepared to work within the necessary guidelines, etc.
 - e) In order that Oliver can work with HCC and have access to information, he is happy to become a registered Volunteer. He is local, lives in West Street in Farnham. He is prepared to attend meetings and if required present his proposals and answer any questions the Board or any other interested parties may have.
3. If the board are in agreement with continuing this project, OD will come along to the next Fundraising Committee Meeting for an informal discussion as to where we go from here: -
- agree what HCC's requirements are and try to gauge what data is likely to be stored within a new database, etc.
 - review of all data requirements within the existing projects, including deciding what needs to be stored and how it needs to be accessed.
4. To give the Board an idea of the type of information likely to be stored within a database, please see attached screen prints. These are screen prints of the Farnham Society database (dummy data); HCC are not, by any means restricted to do something similar, in fact our requirements are likely to be more complex if we are to ensure an HCC database meets everyone's requirements.

John Cattell
August 2023

⁽¹⁾A database is an organised collection of structured information, or data, typically stored electronically, controlled by a database management system (DBMS). Together, the data and the DBMS, along with the applications that are associated with them, are referred to as a database system, often shortened to just database.

Data within the most common types of databases in operation today is typically modelled in rows and columns in a series of tables to make processing and data querying efficient. The data can then be easily accessed, managed, modified, updated, controlled, and organized. Most databases use structured query language (SQL) for writing and querying data.

Fig 1 – Database Front Page

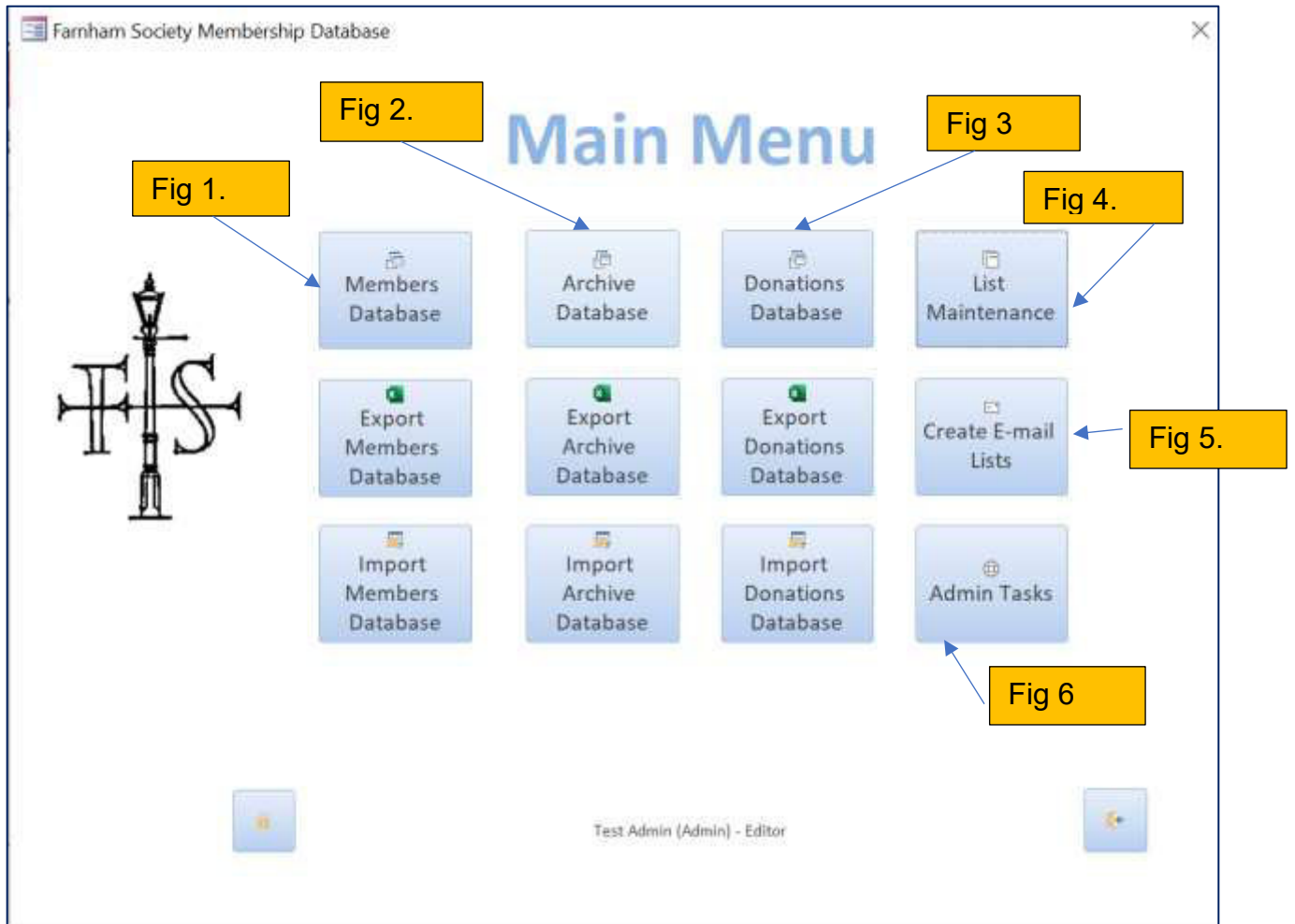
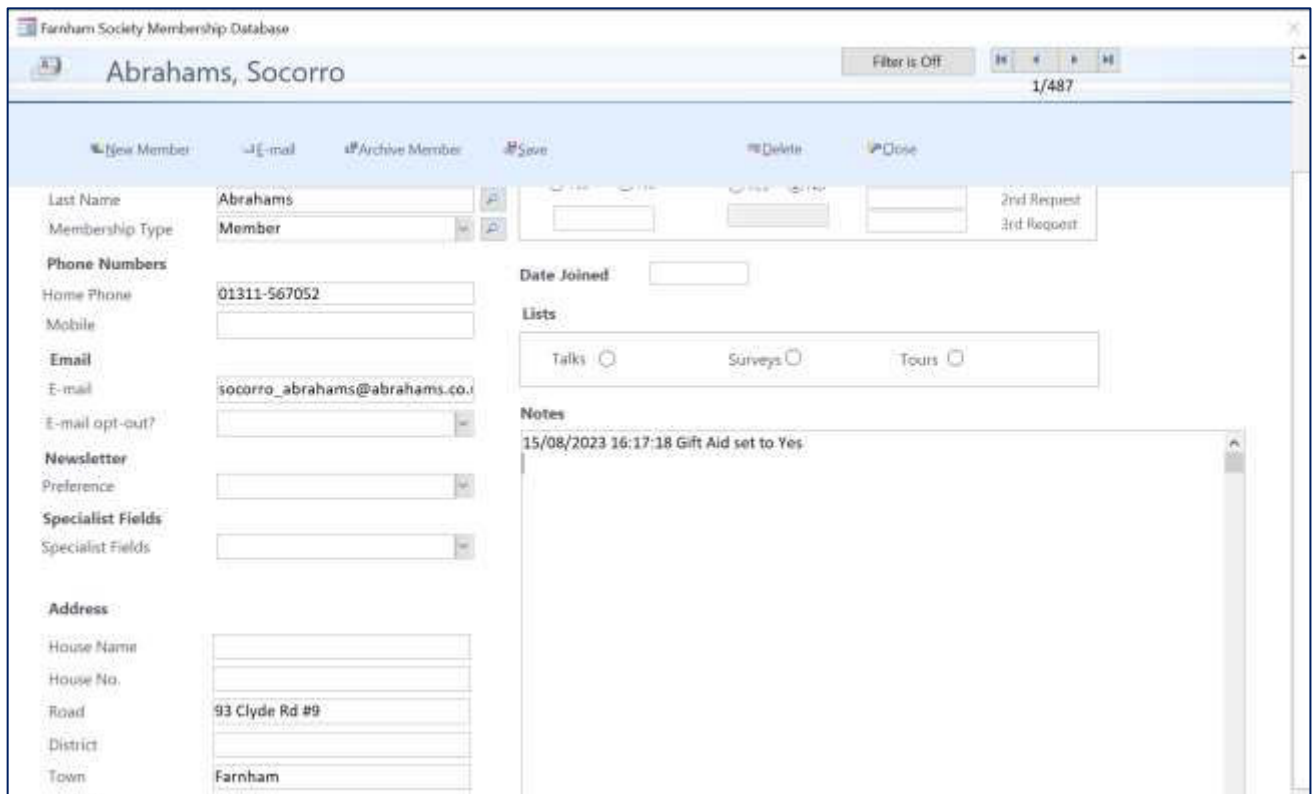


Fig 2 – Members Database



Farnham Society Membership Database - Archive Database

Lunger, Shanda 1/9 Filter is Off

New Member E-mail Archive Member Save Delete Close

Member Details | Membership Fees

Title [dropdown]
 First Name: Shanda
 Last Name: Lunger
 Membership Type: Member

Phone Numbers
 Home Phone: 01329-303595
 Mobile: [text]
Email
 E-mail: slunger@gmail.com
 E-mail opt-out? [dropdown]
Newsletter
 Preference: [dropdown]
Specialist Fields
 Specialist Fields: [dropdown]
Address
 House Name: [text]
 House No.: [text]

Gift Aid **GDPR**
 Yes No Yes No
 Date Joined: 06/03/2021 Date Archived: 14/03/2021
 05/03/2021

Lists
 Talks Surveys Tours

Notes
 28/03/2021 17:10:07 GDPR set to Yes
 28/03/2021 17:10:06 Gift Aid set to Yes
 28/03/2021 17:01:31 GDPR Date set to 05/03/2021
 28/03/2021 17:01:25 GDPR set to Yes
 28/03/2021 17:01:25 Gift Aid Date set to 06/03/2021
 28/03/2021 17:01:19 Gift Aid set to Yes

Fig 4 – Donation Database

Farnham Society Membership Database

Filter is Off 1/488

New Member E-mail Archive Member Save Delete Close

Member Details | Membership Fees

Title [dropdown]
 First Name: [text]
 Last Name: [text]
 Membership Type: [dropdown]

Phone Numbers
 Home Phone: [text]
 Mobile: [text]
Email
 E-mail: [text]
 E-mail opt-out? [dropdown]
Newsletter
 Preference: [dropdown]
Specialist Fields
 Specialist Fields: [dropdown]
Address
 House Name: [text]
 House No.: [text]

Gift Aid **GDPR**
 Yes No Yes No
 1st Request: [text]
 2nd Request: [text]
 3rd Request: [text]

Date Joined: 15/08/2023

Lists
 Talks Surveys Tours

Notes
 [text area]

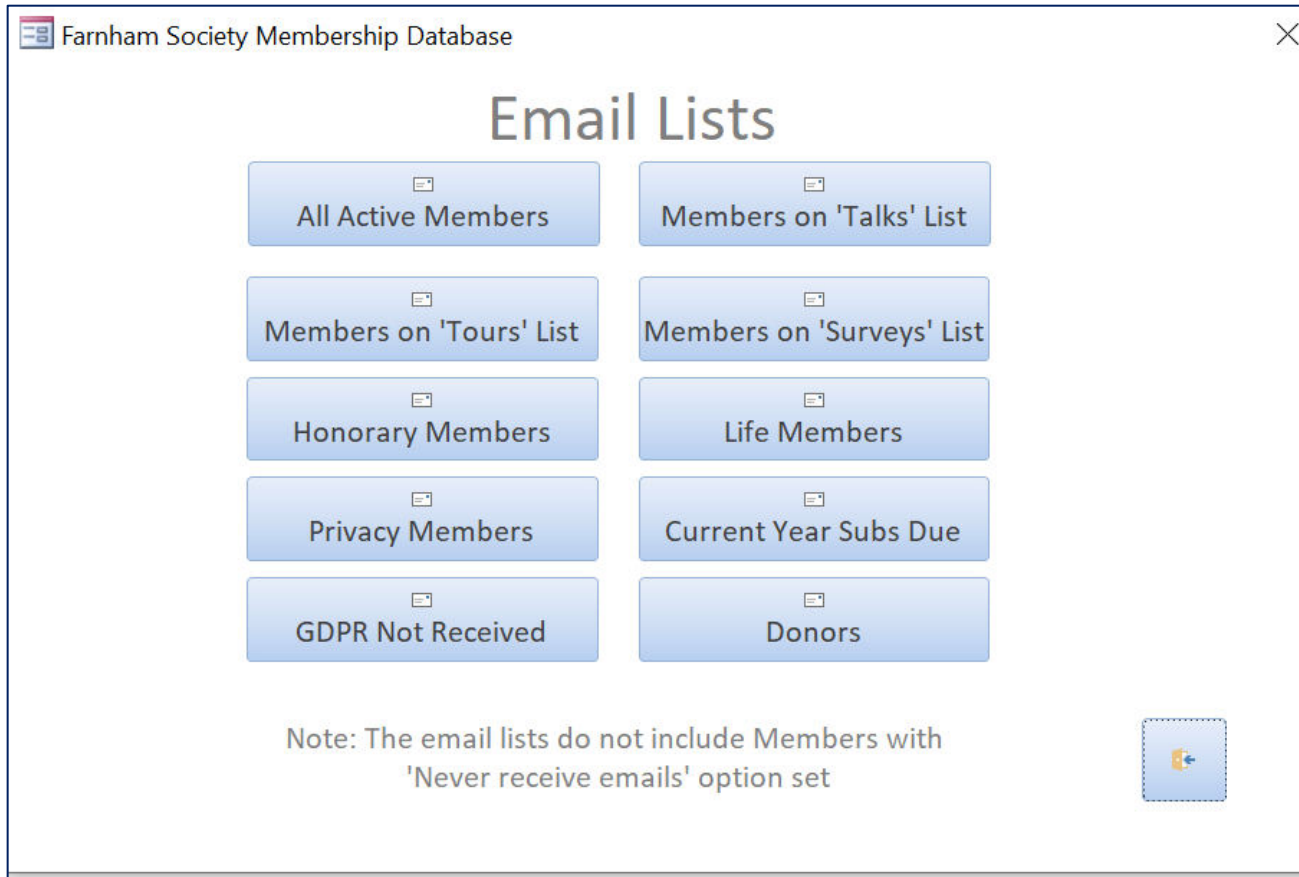
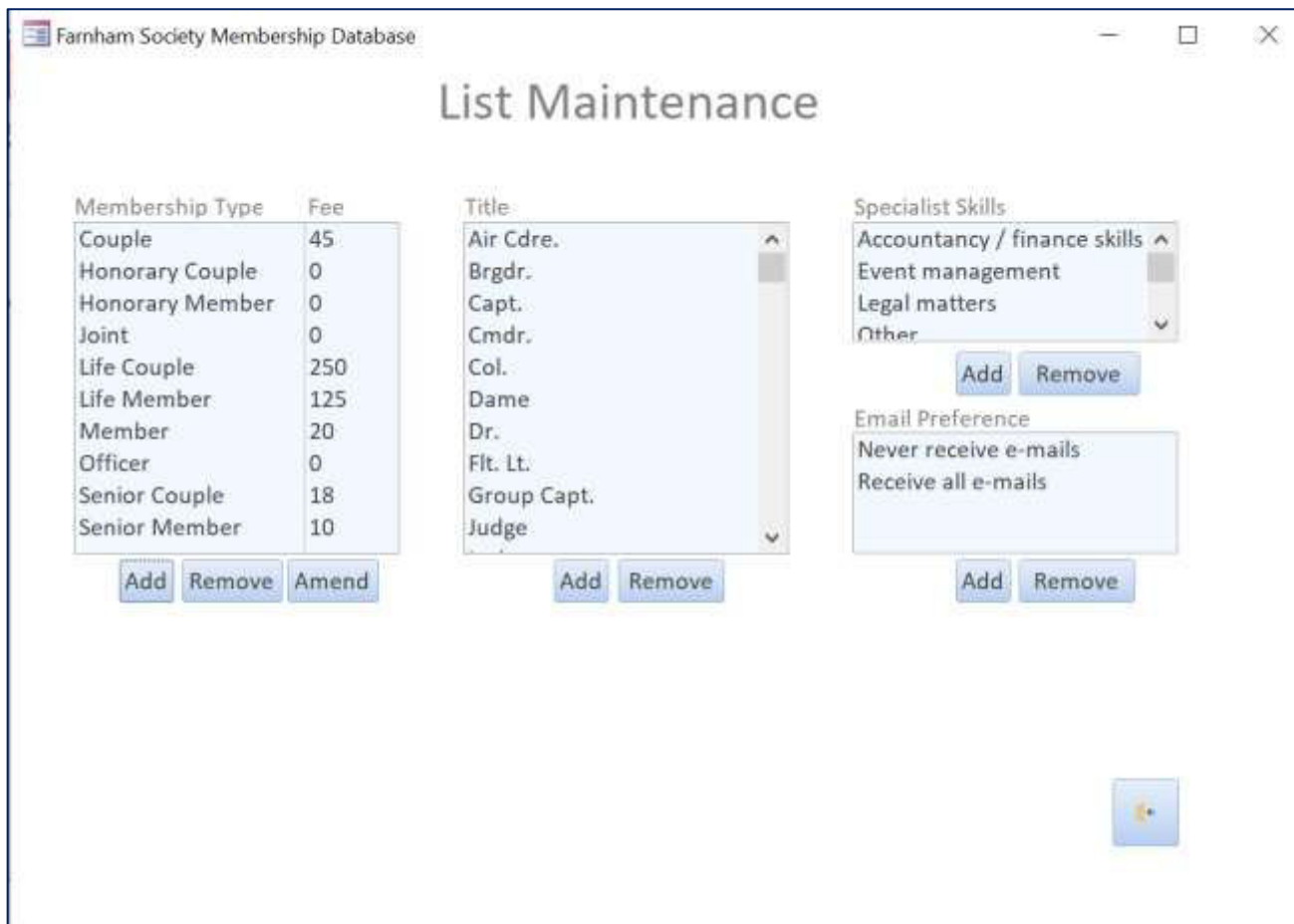


Fig 6 - List Maintenance



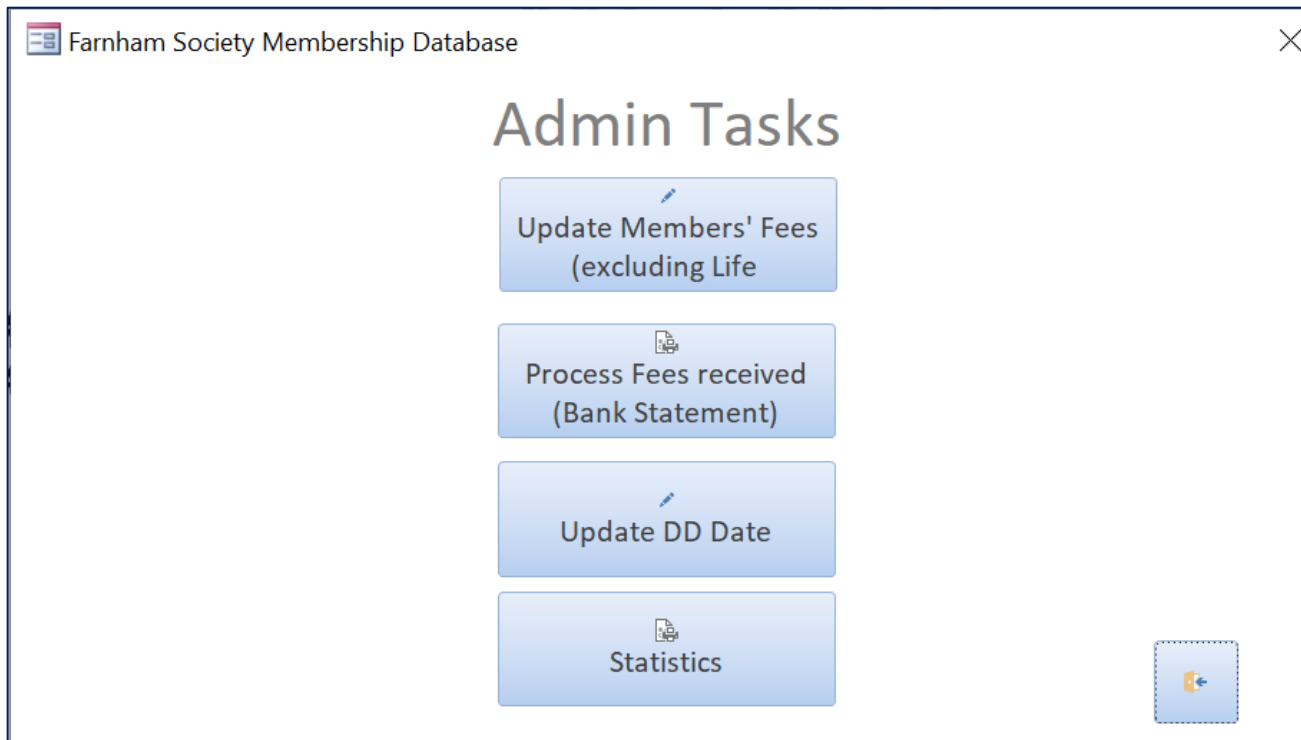


Fig 8 – Membership Statistics

Membership Statistics

Membership	Count
	1
Couple	6
Honorary Couple	4
Honorary Member	5
Joint	5
Life Member	5
Member	452
Senior Couple	5
Senior Member	5