

LORDSHIP HUB CO-OPERATIVE

Hub Board General Meeting 07.01.21

Present: Dave Morris (Chair), Louise Costelloe Ward (IT and Data), David Selby (Treasurer), Sue Jameson (Secretary) Ruth Keeling (Social media), Sandra Sutherland (Personnel) **Apologies:** Issy Harvey (Membership), Nefertiti Marriott (Youth), Joan Curtis on sabbatical.

Agenda:

1. Intros/apols
 2. Mins of last meeting (s) General 26.11, Special 22.12.2020
 3. Current activity in the Hub [Including café/vols/hire etc]
 4. Maintenance/repairs [incl. roof, office equipment/system]
 5. Finances
 6. Fundraising
 7. Personnel - general issues
 8. Events
 9. Communications, including zoom account, website, fb, updating elists, whatsapp etc
 10. Board issues - Policies
 11. Legal issues - eg land registration, constitution
 12. AOB
- PART 2 Any confidential matters
2. **Minutes of last meeting 26.11.20** Approved.
3. **Minutes of special meeting 22.12.20** Approved v2.
4. **Current activity in the Hub.**
 - We are now in lockdown again. Takeaway only. Transferred to the lockdown Risk Assessment. Staff morale is good. Weekly staff meetings are ongoing (with excellent minutes produced). The café area is cold due to open hatch/door. Room Hiring has been suspended. We need to be strict about numbers inside the building and on the terrace.
 - Take away usage and income figures are very good. Park very well used. But the outdoor gym is due to be closed off.
 - Sandra asked that we ratify the staff's decision to stop room hiring. We **agreed**.
 - Free food Thursdays, run by Joan and volunteers (including some staff in their own time) continues to be a success.
5. **Maintenance:**
 - The Roof of the terrace - We have had a quote of £2800 plus VAT to fix it. We got £2000 approx for it in a recent grant. We approved the quote. **Agreed**
 - IT systems. Louise circulated some recommendations in a detailed and comprehensive report compiled after extensive investigation and consultation with all the relevant staff, Board and Tim. We have decided to move from Gridhost. The document covers our storage options. Costs: Software. £612 per annum. Hardware costs £800 as a one off cost. We need 1 second hand laptop. We **agreed** to the Report's recommendations. We are migrating to Microsoft Office 365 business. We hope the switch could be done by the end of January. We can continue to have unlimited email 'aliases'.
6. **Finances:**
 - David circulated our accounts summary for November plus Valerie's explanatory notes.
 - Our café sales are more than expected. We made a surplus when we were expecting a loss.
 - We have had a grant and some donations, and made a small amount in room hire. Our November takings exceeded Nov 2019.
 - Thank you so much to the office and café teams for all their hard work to get us this far.
7. **Fundraising:**

- Joan and Debra are applying for monies from the Tudor Trust and if successful these may meet some staffing and other costs.
- We have a focused pro active fundraising strategy, especially following Debra's excellent fundraising strategy meeting – it has been written up, the funding streams table updated, and a follow-up meeting is planned in Feb.
- The Government's Chancellor has announced some new grants for affected businesses (up to £9k).
- VAT is reduced to the end of March. The furlough scheme has been extended to end of April.
- Councils have been given Government funds to award some discretionary grants. David has applied for a grant from Haringey Council.

8. Personnel.

- We have a fixed term contract for Danny/maintenance. His role was funded by PtC. We will need to talk about whether we can absorb or extend his 6 hours. PtC may agreed a further extension - we will check with Joan re the PTC deadlines.
- Sandra has received keyworker status official letters for our staff.
- Office staff arrange their own rotas so that the office is not overcrowded.
- Louise suggested we look at funds for becoming a more digital-effective organisation. We have some remaining Awards for All money for training both staff and volunteers.

9. Events. Christmas day takeaway (food and free 'hampers') went really well – big thanks to those who donated and volunteered.

10. Communications.

- Joan has filled in Dave's table outlining our range, stats and issues with the various communications platforms. We need to track down some missing passwords. We think they maybe in an owncloud spreadsheet. Ruth offered to help with this. Ruth will chat to Dave about the table and then liaise with Joan.
- Ruth offered to be our social media rep on the board – agreed!

11. Board Issues:

- As agreed, Dave has set up a Whatsapp group for current board members.
- Issy planned and ran our excellent strategy day / training event a couple of months ago. It was a lot of work. We have a training budget so agreed to pay Issy to write up a report about it. Issy to invoice us at our usual rate of £15.00 per hour with a limit of £200. Can include for some of the hours put in before the event.
- Hub Policies. Carola has asked Board members to respond to her emails seeking the latest versions of all policies.

12. Legal Matters. The Land registration is still outstanding. Issy, Dave and David will meet in week of 18th Jan to discuss the constitutional options Issy has previously mapped out.

13. DONMs:

- Thurs 21.01.21 Option of Special short meeting (if needed), Thurs 21.01.21, 5.30pm
- Thurs 4.02.21 General meeting, 5.30pm