

# LORDSHIP HUB BOARD GENERAL MEETING

## Minutes of meeting 9<sup>th</sup> November 2021 @ The Hub

Agenda:

1. Intros/apols
2. Review of key items today (see bolded - all rest to be v brief)
3. Mins of last meeting 12<sup>th</sup> Oct and AGM (16<sup>th</sup> Oct) + any matters arising
4. BRIEF Current activity in the Hub [Including café/vols/hire etc] (see recent staff meeting mins, if available)
5. Maintenance/repairs [including IT, mice, toilets, solar panels]
6. Finances
7. Fundraising - incl Hub Environmental Profile
8. Personnel (incl advertised posts)
9. Events (incl Community Day, Halloween, Fireworks, Xmas, Thursdays..)
10. Communications
11. Safeguarding
12. Board issues: incl welcome to new people! Elections to posts. Café Strategy workshop.
13. Membership issues
14. Legal issues - eg land registration, constitution
15. AOB

### **1.Intros and Apologies:**

**Present:** Carl John (Events), Yvonne Richards (Cafe), Dave Morris (Chair), Sandra Sutherland (Personnel), Carola (Staff Rep), Sue Jameson (Secretary) and Ruth Keeling (Communications) **Apologies:** Nefertiti Marriot and David Selby (Treasurer)

### **2. Minutes of Board meeting 12<sup>th</sup> Oct and AGM minutes** Approved.

**3. Operations Update** The excellent minutes from the staff meeting earlier in the day were circulated. Carola updated us on some points. The toilets are repaired. Sandra is looking to fill the staff vacancies. The sound system has been fixed. We made about £500 above costs from the fireworks. Hire is going well but has still not reached pre Covid levels. The Christmas fair is now being organised for 11<sup>th</sup> December. 2<sup>nd</sup> Dec is Czech cookie making, 3<sup>rd</sup> December Volunteer evening out. Things are improving regarding enough staffing/volunteering in the café on Saturdays..

We **agreed** staff could close the café to clean it on Monday 15<sup>th</sup> November.

### **4. Maintenance.**

- We have 2 computers to buy. One blew up.
- Repairs done in kitchen, but we still have some mice. We are taking all reasonable steps to deal with that, including doing a deep clean and contacting Barbara re the insulation.
- The toilets are now fixed.
- Our solar panels still work but are not generating much energy.
- Danny has been doing a great job but has not had enough hours allocated to catch up with all the outstanding issues. Dave would like to see the latest jobs list. There may be skilled and reliable people around now or in future who would like to volunteer to help Danny with some of these jobs.

**5. Finances.** No update. Hopefully the previous annual accounts now been lodged OK so we can re-apply to Kickstart for apprentices.

### **6. Fundraising.**

- Debra has updated her spreadsheet of options.
- Carl is interested in the fundraising efforts and will talk to Debra and Joan.
- Debra and Dave met last week with Pamela of eN10ergy. Discussed how to improve our profile and activities as an environmental hub. (See report). Promoting our passivhaus building, generating more solar energy, reinstating our sedum roof, developing waste and recycling, installing a weather station, acknowledge links re food growing and biodiversity in the Rec etc We would like to apply for grants to help with this. We would like to promote our building and its environmental advantages. There are current constraints/challenges: The council do not recycle in

parks because the public recycling bins have too much mixed rubbish – hence we would have to pay for collection. Our solar panels are generating only a small amount of energy, so eN10ergy arranged for an installer to check the roof for options/quote for more panels. A Luke Howard Weather Station at the Hub was discussed some years back, and there is enthusiasm to revisit this. We would need others to partner with or help take things forward. The Board **agreed** with the general direction of travel!

## **7. Personnel.**

- We are still sending out ads for the post of volunteer co-ordinator. We haven't had many applicants so far. We need another drive to publicise the post.
- Sandra is currently employed by the hub on a casual basis as a Covering Volunteering and Training Coordinator helping fill in until we replace Kate. Does 6 hrs on Fridays.
- Awaiting responses to the advertised café manager post.
- We need to do some staff training, eg IT stuff. We need to refresh first aid training.

## **8.Events and Activities.**

- **AGM and Hub day:** Went well (taster sessions and film show, plus AGM attended by 20 people)
- **Halloween event :** packed out with over 60 people, mainly kids making lanterns + Mr Squash scary story in dark.
- **Fireworks gathering viewing Ally Pally:** Over 500 gathered to watch from hill. Hub sold out of all food.
- **Christmas:** Xmas crafts fair Dec 11<sup>th</sup>. And Joan plus Over 50s group are planning to open on Christmas day.
- **Community Thursdays:** Going really well. OK Foundation now doing food-related stuff for free. Over 50s sessions well-attended. Childminders group starting. Etc.
- **Exhibitions:** Are going really well too and we have lots booked in. Big thanks to Joan and the artists.
- **Black History Month:** We didn't have enough time to plan the event we hoped, but Ruth happy to help take this forward in the new year. We also have a plan for regular tweeting next year about relevant local groups and individuals who have over the years helped make positive contributions to the local community.
- **Volunteers evening out, on the 3<sup>rd</sup> December:** We are hoping to book San Marco cafe. Time to be confirmed.
- **2<sup>nd</sup> November : Cookie Making.**
- **Park run:** Preparations to launch this weekly are progressing. We have said we would be happy to open the café for this, subject of course to any practicalities and rotoring issues. Ruth offered to be our link person.

**9. Communications:** External comms - Ruth is to send out positive tweets about our board meetings, events, issues etc. Internal Comms - Ruth will put together a document for us to discuss at our next meeting.

## **10. Board Issues.**

- **Café Strategy Day:** We held a successful board/staff special strategy meeting re the café. Big thanks to everyone for their contributions, and especially to Issy who facilitated and circulated notes afterwards (See report). We will gradually take forward some of the issues discussed and agreed there.
- **AGM:** This went well, with a few new faces. 20 attended. We thank the Board members who are no longer on the board this year for their efforts on behalf of the Hub (Issy, Joan and Louise). The AGM re-elected the rest of the Board, plus elected Yvonne and Carl (2 experienced café volunteers) to join us.
- **Elections/roles:** We elected Dave Morris to continue as chair, David Selby to continue as Treasurer, Sue Jameson to continue as Secretary, Sandra Sutherland to continue as Personnel, Ruth Keeling and Carl John as Communications. Ruth to work with Issy on membership. Ruth to continue to keep an eye on IT issues. Yvonne Richards elected to liaise over Café issues (eg to seek out views of staff, customers and volunteers). Carl elected to keep an eye on Events. Dave and Sandra to continue to liaise over Building Maintenance. As a result we updated our Strategic Roles table – Dave to update and circulate. There are gaps to fill, for which we can seek further volunteers (who don't need to be on the Board), eg Environment, Diversity, Business Planning etc. We agreed a sabbatical for Nefertiti Marriot due to her health issues – she will remain on our Board email list..

**13. Membership:** Issy and Ruth are to meet about this.

**14. Legal.** No update re land registration and constitution. Dave wrote to a friendly solicitor seeking pro-bono support, but they were unable to help. Need to be a specialist in this field of law.

**AOB. Next full Board meeting, Tues Dec 7<sup>th</sup>, 5.30-7pm @ The Hub.** Option of interim 30min zoom meeting on Nov 23<sup>rd</sup> if any major decision / issue is to be discussed.

**PART 2 Confidential personnel matters**