

# LORDSHIP HUB CO-OPERATIVE

## BOARD GENERAL MEETING 11.1.2022

**Attendees:** Hub: Dave Morris (Chair), Sandra Sutherland (Personnel), Carola (Staff rep), Yvonne Richards (Café Liaison), Sue Jameson (Secretary) On Zoom: David Selby (Treasurer), Carl John (Events) **Apologies:** Ruth Keeling (Comms), Nefertiti Marriot

**Minutes of last Board meetings:** Dec 7<sup>th</sup> (General) - approved. Dec 20<sup>th</sup> (Special) – Approved.

### **Matters arising:**

- Yvonne/Carola to try to find the results of the previous customer survey.
- Ruth proposed a staff lead for IT. Staff to discuss.
- The situation regarding cover for people on leave had been clarified.
- The exterior notice board idea is to be discussed at the next Hub marketing group meeting.
- Communications issues with our accountant. David has contacted her and had no reply. David to pursue this.

### **Update on hub activity:**

- The fortnightly staff meetings notes are really helpful – all Board members to read.
- We are continuing to adapt to upsurge in pandemic, with no indoor sit-down service at mo.
- It was reported that we are short of volunteers. We have had to close only a couple of times.
- We have had a fantastic pianist come and play.
- Bookings are doing well. We are heading towards pre-covid numbers. We had £25,282.50 worth of takings for June 21 to Dec 21. We need the office covered on Saturdays. To be discussed at staff meetings.

### **Repairs and maintenance:**

- The installation of a bread bin at the park entrance is being dealt with.
- We have a new IT volunteer Chris who has been very useful – many thanks to him and also Tim! We have some new replacement computers.
- We have applied for grant for extra solar panels.
- Cooker extractor is fixed at last.
- Danny is working his way through his list of maintenance and repair jobs.
- Our excellent link at the Council re repairs has moved role unfortunately.

**Fundraising:** Debra is looking at a range of potential applications to support Hub needs and activities. Will liaise closely with Issy re potential volunteering grants now she has been hired (see below) . Also with marketing group re grants for events. Re-establishing the fundraising group could help.

### **Personnel:**

- Volunteer Coordinator post - Issy has been hired and started this week. Welcome!
- We have 2 applicants for the café assistant manager post, and the interviewing has been arranged.

### **Events:**

- The marketing group meets on Mondays to coordinate events and publicity.
- The Christmas fair was good but not too well attended largely due to weather. Special thanks to our 2 Santas.

- Christmas day social/meal. Big thanks to Joan and Yvonne and other volunteers who organised it all. 15-20 people. Good atmosphere. Well supported and went well. If done again we'll need people to help wash and clean up!
- Thursdays are ticking along fine. Over-50s coffee mornings, and OK Foundation.
- When is next AGM – it was suggested early 2023. Dave to check constitution. Carola suggested organising a members day, with Taster sessions, in a couple of months. Events group to set a date.
- Carola would like an annual budget for events. We agreed in principle and figures need to be decided.

**Communications:**

- We need generic email addresses for all key comms, eg when appealing for volunteers. The marketing group will discuss at the next meeting.
- They will also oversee our website and other comms.

**Safeguarding:** We need a board member to oversee this issue.

**Board and Strategy Issues:**

- To be discussed at next meeting. Ruth has emailed some suggestions for 5 year plan..
- Strategic Roles updated doc to be sent to everyone by Dave.

**Finances:**

- David has asked Valerie to switch to quarterly general reports, with simple 'headline' monthly updates from David. David is requested to provide board with a written para/update of key figures.
- We have adequate reserves at mo. We have eaten into some of those.
- VAT holiday continues.
- There may be another grant to apply for from the government – David to pursue.
- We have some expenses recently on repairs and pests.
- David to look at restricted funds issues, eg check deadlines of grants spend.

**Membership:** Meeting proposed in a couple of months

**Legal Issues - Registration and Constitution:** No update

**AOB:**

- Park Run has been approved by Council. Hope to start end of March, every Saturday morning 9am. Hub to discuss how to support/liaise.
- 10yr Management plan for the park: Going to be updated this year by the Friends/Council. Dave to liaise with Carola re any Hub issues.

**DONM** Tuesday 8<sup>th</sup> February.