

Hub Board Meeting, 2nd August 2022

Present: Dave Morris (Chair), David Selby (Treasurer), Sandra Sutherland (Personnel), Ruth Keeling (Membership and communications), Debra (staff rep) **Apologies:** Nefertiti Marriott, Yvonne Richardson, Carl John, Sue Jameson

Minutes of last meeting - approved

Activity in the hub – staff meeting today – see minutes of staff meeting

Licensing

- Better to have our own licence to sell alcohol
- Needs to be put in the name of a person
- Dave Morris willing in principle if no-one else feels able to, but needs to know details and risks. Feels he may not be the best person as unlikely to be able to attend most events.
- **ACTION:** Debra to do some research and report back so someone can decide whether or not to volunteer

Maintenance and repairs

- Roof has been repaired to stop pigeons coming in
- New painted boards (thanks Joan!) ready to go up on wall at front entrance
- Decking needs a clean outside café; needs a jet wash

Improvements

- Solar panels – slight delay on contracts
- **ACTION:** Debra and Pamela sorting contracts
- Weather station - £3.5k funding grant secured by Dave (for the Hub) from Tottenham Grammar School Foundation ; the Friends are still trying to raise extra money through crowdfunding

Finances

- Forward budget was presented at last meeting and discussed

Filling finance officer vacancy

- Job advert needs to go online and go out on social media; closing date to be a month from when job advert went online
- **ACTION:** Ruth Keeling to put job ad on website and on social media
- David Selby reached out to Alison accountant to see if she could give additional support; she has not responded; she normally only does payroll and year end
- David Selby reached out to another supplier to replace some of the crucial finance activities eg closing down bank account, reconciling invoices
- Debra could take on some extra hours to do some finance work from home
- **ACTION:** Debra, David Selby and finance officer to discuss what tasks Debra could take on

Treasurer

- David feels he's not been able to put as much time and effort into his role as is needed.
- Suggestion that in the long term we seek a new treasurer on board, (and possibly other board members with skills we are missing)
- Board members think current Treasurer is doing an excellent job and very keen he stays on board, as Treasurer or in a more general role

- Concern that we do not have capacity to get new board members inducted; but equally we need more capacity and skills within Hub, including on board where a number of members are currently unable to attend meetings
- Agreed that once we have the new finance officer in place and new volunteer coordinator in place, we would have more capacity to recruit to board roles as needed

Volunteering

- Issy, volunteer coordinator, has resigned and her last day will be in mid September
- She has sent round a detailed report on volunteering in June and July; thanks to Issy for the report
- Really struggling to get all the volunteers to cover all the different jobs
- Big turnover of regulars – about 50% of the regulars have disappeared since January
- Staff feel it is important that there is continuity between Issy and her replacement so there is a smooth transition; last time there was Sandra Sutherland doing some hours; and café managers helping with volunteer rota; in Covid the café managers took that on, we were very flush with volunteers. If other staff help they would need some of the additional hours
- Staff meeting suggested that the volunteer coordinator job JD be looked at and maybe including doing the café rota, which it does not currently explicitly set out
- **ACTION:** Sandra Sutherland to hold an exit interview with Issy to understand her views and experience of the role, and share notes with board
- From staff meeting, there is a balance to be struck between the day to day running of the Hub and the café and the wider needs of volunteers; was suggested we partner with organisations who can provide volunteers so we get groups involved rather than just individuals

Personnel

- All the staff that were affected have been notified by Sandra Sutherland about the decision on holiday allowance and offered a choice - and this matter is now closed
- There is a volunteer who may be willing to take on some paid hours if we need some extra staff hours in the café
- **ACTION:** Sandra Sutherland to speak to volunteer
- Hub coordinator hours – proposal that a member of staff take on an extra 3 hours per week to play a coordinator role for day to day running of the Hub; discussed at staff meeting where staff welcomed the idea. Role could be rotated, eg every 6 months.
- **ACTION:** Ruth Keeling to draft job description and share with board members; this will then be advertised internally to existing staff members to express an interest; if more than one member of staff expresses an interest, there will be an interview and selection process

[David left the meeting]

Community events

- Haringey Fringe event went really well; well done Issy for coordinating the Hub's involvement Flower and Produce event coming up and being organised by volunteer Joan Curtis for the Friends
- OK Foundation
 - Working well bar a few small issues, and very popular
 - Building partnership with them providing free meals for some groups for us eg the Thursday 'over 50s' group; looking at whether we could apply for funding together
 - They have lost their cold storage space and asked us for some

- Staff and volunteers have looked into whether we can give them some space in outdoor cage
 - Dave Morris asked for it to be a staff collective decision
 - Last week's staff meeting showed that some staff were not happy about it
 - Today's staff meeting it was agreed that Board could make the decision as long as certain criteria were adhered to
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- OK Foundation have lost their whole base but we cannot provide everything their old base provided; concerned that we will always be getting more requests from them
 - Various issues with a outdoor fridge have been researched by staff and advice has been sought from relevant authorities (eg Health and Safety, Hub architect). An outstanding concern is that having a fridge in the external cage might void our insurance so we need to check with insurance
- **ACTIONS** – Dave Morris and Debra
 - Check whether insurance will be void or not with a fridge outside [Dave]
 - Review the OK Foundation contract [Debra to locate]
 - Amend it so it is crystal clear re boundaries and to include the fridge, but clear that it is in a shared storage space [Dave to circulate and collate feedback]
 - Circulate to staff to make sure all correct [ditto]
 - Then organise a meeting with OK Foundation to discuss
 - Bring results back to next Board meeting for a decision

Board issues

- Special board-staff meeting should be on basics eg roles and processes ; finances
- **ACTION:** Ruth Keeling to start process of identifying and agreeing agenda and topic ahead of meeting on 14th October
- There was some uncertainty about process and decision making
- **ACTION:** Dave Morris to write something setting out what decision making processes are in the Hub

Membership

- We need to organise a members meeting
- **ACTION:** Ruth Keeling to continue planning this and other membership improvements

Constitution

- New constitution needs to be registered with Financial Conduct Authority (FCA)
- **ACTION:** Dave Morris to register

Parkrun

- Volunteer to come in and open 8.30am to open toilets and fill up water but for runners; agreed this will be a parkrun volunteer responsibility (someone trustworthy) as Hub is so short of volunteers
- Café manager to come in at 8.30am to do café offer and trial for first few weeks . Will need a couple of volunteers, or we could pay an additional member of staff for 8.30-10am
- Friends of Rec have offered storage space in their lock-up, at least initially
- Hub would welcome hosting a defibrillator ; but we need to know about maintenance; and whether it is on the defibrillator grid and needs to be freely available
- Need to draft an agreement for us and Parkrun to sign setting out all of above
- **ACTION:** Ruth Keeling to relay all of below to Parkrun event director and draft an agreement to be signed before first event