

## Hub Board Meeting, 6<sup>th</sup> September 2022 *[Draft to be approved at the Board Meeting on October 4<sup>th</sup>]*

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

**Minutes of last meeting** - approved

### Matters arising

- Licencing situation - to be investigated by Debra
- Dave to set out decision making process

**Update on day to day operations** – staff meeting today – see minutes of staff meeting

### Maintenance and repairs

- Roof repairs completed but some rain still coming through; Danny aware
- ACTION: Sandra to speak to Joan about next steps re investigating leaks
- Productive meeting with Homes for Haringey today
- Staff have created a better internal process for dealing with repair requests

### Improvements

- Debra, Dave M and Danny met re solar panels and weather station works planned; pushing for contracts to be signed and panels installed asap - Urgent because we can't get 2<sup>nd</sup> part of grant until then. We need to make sure Danny is on site when any practical work gets started
- Weather station grant £3.5k awarded for the weather station, fish eye lens and display screen (plus 10% admin/staff costs)
  - o ACTION: Danny to speak to Tim about tech of connecting weather station screen with Hub computers; also needs to speak to Ruth/Carola and website freelancer Nick about connection to Hub website
  - o ACTION: Ruth to add crowdfunder (£900 so far) to September newsletter
- Not heard anything from Glynis yet about the proposed changing places toilets

### Finances

- Update from treasurer was sent in writing during the meeting – growing concerns about our costs outstripping our income. Need to take action. A special board meeting on this is suggested.
- ACTION: finance board member to give advice on the impact of the energy and other price increases and how we might address it
- ACTION: Finance job to taken offline today as deadline has been reached and we have had 1 application
- Finance procedure is unclear; Debra and Carola working on it – will meet up with the company temporarily hired to do bookkeeping; invoices being paid

**Fundraising** Dave's bid for the weather station was successful and £3.5k is now in our account.

### Personnel

- Issy has now ended her work as volunteering coordinator – many thanks to her for all her hard work.
- We advertised for a replacement, then interviewed an applicant, but they cannot start until 1<sup>st</sup> week of October. Member of staff joined interview panel and this worked really well; we should continue this for all future job interviews
- Agreed that we will always invite a member of staff on to an interview panel

[Sandra left the meeting]

- Agreed to hire Sandra (freelance) to cover 6 hours per week for 3 weeks until new volunteer coordinator starts;

[Sandra re-joined the meeting]

- Finance role:
  - o Need to interview finance job applicant
  - o Staff member will be invited to be on panel
- Contract extension for assistant café manager
  - o Confirm that this has been extended for another 3 months
- Coordination role x 3 hours
  - o Following recommendation of the staff rep, we are putting this proposal on hold until after full staffing in place

**Community events** - Events and marketing group meeting on Monday 12<sup>th</sup> September.

### **OK Foundation**

- After a year of their use of the kitchen on Thursdays we have revised the hire current contract as discussed last meeting – it clarifies various matters.
- Our Insurance have told us they are fine with an outside fridge
- Homes for Haringey repairs team are to instal plugs on outside of Hub building
- We agreed that new contract looks right to share with OK Foundation
- ACTION: Carola to set up meeting with OK Foundation to discuss new contract

### **IT (eg licences)**

- Free trial for Microsoft licences for volunteers including board members has run out
- ACTION: any board members who are having trouble accessing the system let Ruth know that they need to go on a paid-for licence

### **Board issues**

- ACTION: Re the next Staff/Board strategy meeting (Oct 14<sup>th</sup>) Ruth to ask staff and board for views on its objective, agenda and design.

### **Membership**

- ACTION: Dave Morris to register new constitution with the FCA
- ACTION: Ruth to clarify new membership process and make sure process is in place
- ACTION: Ruth to identify date(s) for members meetings

### **Parkrun**

- Likely start date on 22<sup>nd</sup> October 2022, tbc
- Ruth was previously going to open Hub, monitor toilets and help with handing out water for the first few Saturdays around 8-9am.
- ACTION: Ruth and Yvonne to discuss if she can volunteer; if not Ruth will find a parkrun volunteer

### **Drinking fountain**

- Friends have got £1000 towards a drinking fountain (saved from a grant 4 years back)
- The Hub received an additional grant for the fountain - £1600 is available in our accounts.
- Needs a volunteer to take this forward
- ACTION: Ruth to add an ask for volunteers from membership to help with this project

**AOB.** None.

**PART 2** Confidential personnel matters.