

Hub Board Meeting, 4th October 2022

Present: Sue Jameson (Secretary), Dave Morris (Chair), David Selby *online* (Treasurer), Sandra Sutherland (Personnel), Ruth Keeling (Membership and communications), **Apologies:** Carola (staff rep), Nefertiti Marriott

Agenda:

1. Intros/apols. + Declarations of Interest
2. Review of key items today [*Key items will get adequate time. Other items to be v brief*]
3. Mins of last meeting (Sept + any matters arising - See attached)
4. Daily operations in the Hub (see recent staff meeting mins)
5. Maintenance/repairs [eg Roof]
6. Improvements [eg Solar Panels, Weather Stn]
7. Finances: [Including Hub forward budget, replacing Valerie]
8. Fundraising
9. Volunteering
10. Personnel (Albertina)
11. Community Events [Events/Publicity Group update, eg Flower and Produce Show, Thursdays / OK Foundation/Fridge, BWF film show, Luke Howard anniversary, other?]
12. Communications
13. Safeguarding
14. Board issues: [Including next special board/staff strategy meeting + education and training? + decision-making process]
15. Membership issues (meeting?)
16. Legal issues - eg land registration, constitution
17. AOB – recycling, ParkRun
18. PART 2 [ANY CONFIDENTIAL PERSONNEL ISSUES]

1. Declarations of interest Sue declared she is a Haringey Councillor.

3. Minutes of last meeting - approved

Matters arising **a.** Joan has spoken to the contractor about the **terrace roof leaks**. We are out of guarantee. We will need to investigate a longer term solution. (Danny to advise). **b.** Meeting with **Ok Foundation** re new agreement. Updated needed. (Carola) **c.** We are still looking for a volunteer to liaise with the Council over the installation of the planned **drinking fountain**. (Ruth)

4. Daily operational matters Staff meeting today – minutes of staff meeting to follow. A power cut last Saturday led to failures with computers, quick books and copier/printer. There has been a staff request for additional hours on weekends due to challenges of having enough volunteers. See later.

5. Maintenance and repairs: Terrace roof - see above. **Flooding in the park.** The Council are treating the flooding from an old water point as an emergency. Dave has said to them not to cut off water to the Hub.

6. Improvements: Solar panels are going ahead following some delays in finalising the exact arrangement – will include storage battery. (Debra, Danny and Pamela) Linked to that is the Hub's carbon champions project sessions – going ahead really well. (Debra and Pamela) **Weather station** Tim, Danny, Pamela and Dave met up to finalise the details. Danny to get the equipment. Tim is advising re the display screen set up. (Danny, Tim, Dave) **Changing Places toilet.** Not yet had a written proposal from the Council. (Dave)

7. Finances:

David reported on budget targets and profit and loss figures. Despite heroic individual and collective efforts from staff, volunteers and board our post-Covid losses are growing. Our reserves are falling. Our long term financial sustainability is a deepening challenge re café sales, room hire, operational costs, prices, staffing hours and grants/donations.

Ideas for what we could all do: We could do with additional grants, partly to cover some core costs – or regular fundraising appeals. David thought we could do with fundraising around about £15-25k pa to try to address gaps. Hiring, as usual, was lower in August. The café is crucial part of our set up, serving the public and generating volunteering opportunities and development, but it doesn't generally make a surplus. Should we up our prices for

hire and in the café? We would need to ensure we keep some affordable options. Re extra staffing hours for the weekends, we should see if our new Volunteer Coordinator can make a difference, but we recognise that this is a real challenge. However, we can't increase staffing hours unless we can show it will generate additional surplus income.

ACTION: Carola to consider whether we can raise hire prices. (Carola)

ACTION: Café managers to consider the products that have the greatest profit margins, and how we might be able to raise some prices whilst maintaining affordable options. Also options when short of personnel (eg kiosk-only snacks). Can this be accompanied by a stock take? (Café Managers)

ACTION: David will send round some relevant recent accounts. And try to provide written updates at least quarterly. We particularly need to compare pre- and post-covid staffing hours and overtime levels. (David)

ACTION: Debra to circulate the latest version of her fundraising opportunities table. And to consider at least an annual fundraising appeal, as well as potentially reviving the fundraising group so she can have ongoing support. (Debra)

ACTION: We need to expand the Board, as recently discussed – especially someone with financial skills (to support our book-keeper and treasurer), and café management skills (to support the café managers). (Ruth and Sandra to draft up some adverts).

ACTION: These matters can be discussed at our staff/board strategy meeting on 14th October. (Ruth). We should also consider a special future such meeting on finances.

As previously discussed we agreed to open **second bank account** for ring-fenced finances.

ACTION: David and Sandra to discuss. David to get an application form.

8. Fundraising No specific update, but see above

9. Volunteering. New Coordinator now in post - Albertina. Sandra to support her as she finds her feet.

10. Personnel:

Volunteer Coordinator – see above.

We do not yet have a new **finance person / book-keeper** in post to replace Valerie. We have had only 1 applicant so far. We need to re-advertise asap. (Sandra to arrange).

We have also hired ATEK to do our monthly accounts to keep us on top of things. Seem to be doing the job OK.

A lot of staff are to take **holidays** over the next couple of months.

Additional **co-ordination hours** – remain an option once all staff are in place (see last meeting).

Feedback Based on staff exit interviews (discussed in Part 2 of meeting) and feedback received, there are some suggestions which should be carefully considered by all, eg:

- ensure that the regular staff meetings happen, are taken seriously by all, there is collective accountability and decisions are followed through
- mutual appreciation and respect for everyone's work, expertise and boundaries
- the Hub's ethos and strategic goals are made clear so that we can all work towards them

11. Events The Hub Events group continues to meet. There's been some great Rec events recently including the annual Tottenham Flower and Produce Show (organised by the Friends), and the Shell Theatre re-launch (organised by the Shell Performing Arts Collective). Coming events at the Hub: Drumming workshop followed by 'Scenes from

the Farm' film show re Broadwater Farm on Oct 16 for Black History Month, Apple Day on Oct 30th, and the November 26/27th Luke Howard anniversary events / weather station / solar panels launch.

12. Communications: Ruth doing monthly Hub news bulletins.

13. Safeguarding No update

14. Board *Joint Board/Staff Strategy meeting* Friday 14th October. 5-7pm @ the Hub. Followed by trip to a café/pub. Ruth to coordinate. *New Board members* sought with financial and café management expertise so we can better support our staff (Sandra and Ruth to prepare adverts).

15. Membership Issues: Awaiting FCA approval of new constitution (see below)

16. Legal Issues: Dave is preparing papers to submit to our regulator, the Financial Conduct Authority, for them to approve and therefore trigger our new constitution. Then we can also register with the land registry.

17. AOB:

Park Run. Test run October 16th. First full run on Oct 22. Ruth is involved and liaising between them and us. All seems under control. They will have a first aider. Yvonne has volunteered to open up Hub for early access to water and toilets.

PART 2. CONFIDENTIAL PERSONNEL MATTERS Exit interviews noted.