

Hub Board meeting

Wednesday 8th February, 5.30pm at the Hub.

Minutes of last meeting are below.

Also online. Our ongoing link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWMOMDk4ZTAAtNTIxNi00YjNiLWlwODYtNGVIMGI5MzI2OWU5%40thread.v2/0?context=%7b%22Tid%22%3a%2217544157-f0b7-4aff-bf85-51d74910321c%22%2c%22Oid%22%3a%221c51df57-2441-4bc8-bc5d-ca0de3125b42%22%7d

Proposed Agenda:

1. Intros/apols / any potential conflicts of interest
2. Review of key items today **[Key items are bolded and will get adequate time. Other items to be v brief]**
3. Mins of last meeting Jan 2023 (+ any matters arising)
4. BRIEF UPDATE Current operational activity in the Hub (see recent staff meeting mins)
- 5. Personnel - eg appraisals, recruitment, re-allocation of personnel tasks**
- 6. Finances: [Including Hub current performance and forward budget, and Atek]**
7. Fundraising
- 8. Volunteering**
9. Maintenance/repairs
- 10. Improvements [Drinking Fountain + Changing Places]**
- 11. Community Events [Events/Publicity Group update - AGM/Community Day April 22nd]**
12. Communications
13. Safeguarding
- 14. Board issues: [Including extra members + special board/staff strategy meeting THIS FRIDAY]**
- 15. Membership issues**
- 16. Legal issues - eg land registration, constitution**
- 17. AOB**
- 18. PART 2 [ANY CONFIDENTIAL PERSONNEL ISSUES]**

Present: Dave Morris (chair), Sue Jameson (secretary), Ruth Keeling (Communications and Vice Chair), Carola Kornfeld (staff rep), Yvonne Richards via zoom, Timothy Connor (interested to help), David Selby (treasurer) via zoom

Apologies: Nefertiti Marriott, Sandra Sutherland

Declarations of Interest Sue Jameson is ward councillor for Bruce Castle

Minutes of last meeting - approved January

Staff update. See Staff meeting minutes. No matters arising not already on this agenda.

Personnel Ruth reported on personnel tasks which have been successfully divvied out. Carola is now doing the additional co-ordination tasks (3 hrs pw). Albertina is freelance office staff.

Staff appraisals to follow staff/board members joint meeting. We will work out organisational objectives from the meeting this Friday.

Carola's contract needs updating. Sandra to sort.

Café staffing hours. 6 hours stilled remain to be filled at weekend. We need to work out the finances of the café. Tomothy is helping us. We will see what makes money and what doesn't before we allocate or reorganise those hours.

Timothy needs to see cost budget and staff cost budget for the year.

Timothy and David to talk and provide spread sheets.

Budget for the year £140 k per year. Information to be shared. Ruth to connect them via email.

Finances: David has a December report that ATek have circulated. We have received the PTC £10k grant, and income is slightly up. The café sales are slightly down on previous years. Hire is doing ok, although lower than expected in January. David has emailed his report.

The bank account does not link to quick books and Carola would like to change bank accounts. David and Carola to discuss.

Carola has been supporting Atek and feels they are receptive to questions and requests. Things are coming together.

Fundraising: We got £10k from PtC. All restricted funds are now properly understood.

Lordship Rec grant for a volunteer coordinator (based at our office) was unsuccessful.

Volunteering: Fine in the week and ticking over at the weekends.

Yvonne joined the meeting on zoom.

Maintenance and repairs: We need a table of outstanding and completed repairs. - Danny and Carola to do. The council did a survey of Lordship Rec (including Hub) for Accessibility – Carola has noted the few suggested improvements for the Hub.

We need a date for the Changing places facility installation, plus additional storage container. Dave is liaising with Council. Dave to discuss exact positioning with Carola.

Community Events: Carola has produced an up to date table for the year. The events working group continue to meet and coordinate things. Intl Womens Day 18th March 23 April 8th Easter Egg Hunt - Yvonne will be the lead volunteer along with Ruth – more vols needed. Community Day and Hub AGM 22.04.23 11.00 til 5.00.pm **AGM at 2.00 to 3.00pm.. very important!**

Communications We have had a report about the clicks following our Newsletter.

Board Issues:

AGM: We need an updated members list (Ruth). We need a Budget report (David and Alison). We need to register the constitution asap (Dave). Dave to do a chairs overview as an annual report – maybe others could contribute. All present agreed to stand again for the Board. Dave felt it will be time to stand down as chair to enable new people to come forward – Ruth is interested. Dave happy to remain on Board. He will write to other board members to ask if they would like to stay on.

Extra board members or strategic volunteers. Ruth circulated our agreed ad. 7 responded. We will ask them to get involved / volunteer over the next 2 months so we and they get to know each other. Then they can decide if they want to stay involved and take on a key role, and/or stand for the Board. All have various skills including fundraising, website experience etc All local people. Ruth is coordinating.

Fridays staff/board strategy meeting. We are going to set objectives. 5-7pm on Friday 10th then a social at a nearby café.

Membership Ruth to activate the updated membership list as soon as revised constitution approved by FCA.

Legal We need to register the constitution and then we can register with the Land registry.

6.30pm - meeting closed.