

## Note of Hub board meeting – 12 April 2023

Actions in bold

### Apologies

- Sue
- Yvonne
- David Selby
- Nefertiti
- Carl

Minutes of last meeting (March 2023) agreed

### Annual general meeting

- New members were clear on how they can get elected
- 15 members need to attend to be quorate
- **Annual report to be drafted – Dave Morris**
- **Financial report to be drafted – David Selby**
- **Agreed that we should publish OKRs ahead of AGM so members could review ahead of meeting – Ruth Keeling**

### Community day

- All planning is in hand
- More volunteers always wanted
- Anthony volunteered to help on the day

### Finances

- Treasurer had shared Feb financial report a few weeks previously
- Board would ideally like more regular reporting in future; to be picked up with Treasurer after AGM and once new board composition known

### Board roles

- Board roles were reviewed and some tweaks suggested
- Secretary role to include something clearer about ensuring compliance
- AGM will elect new board and then some roles will be allocated at board meeting on 17<sup>th</sup> May
- If important roles are unfilled after May meeting, we could then advertise for additional board member or strategic volunteers to take on those roles

## Fundraising

- Roxana gave an update on her work so far looking at funding options
- She set out the need to set goals, and priorities; and the need to track how we spend
- Unrestricted funding will be more challenging to
- Fundraising is a stop-gap; need a longer term approach which means we are financially sustainable
- Fundraising is a 2 person job; need a volunteer to keep lists updated and help with application writing
- Our legal status (cooperative, not a charity) will limit funding we can apply for
- Actions
  - o **Advertise for volunteers to support fundraising work – Roxana**
  - o **Finance to be discussed at a future meeting so we can identify our fundraising priorities – David Selby**
  - o **One of the two office staff member job descriptions must include supporting fundraising – Carola**

## Constitution

- Has been approved by Financial Conduct Authority (FCA)

## Personnel

- All staff appraisals have been completed
- **Summary report will be shared at next board meeting - Ruth**

## AOB

- Operations
  - o Nothing major
  - o 50% of office staff off so it has been a bit of a struggle
  - o Café still short of volunteers
  - o Atmosphere is good ; people working well together
  - o No staff meeting this week ; happening next week instead
  - o Windrush fundraising secured for Windrush event
- Policies need updating and reviewing
  - o These could be reviewed after AGM and once we know which board members are responsible for which policy areas

	<b>Agenda item</b>	<b>Purpose of agenda item</b>	<b>Lead</b>	<b>Papers</b>
1	Intros, apologies and conflicts		Dave M	
2	Minutes of last meeting		Dave M	<a href="#">Hub Board Minutes 8 March 2023 - DRAFT.docx</a> and attached
3	Annual general meeting (AGM) – 22 <sup>nd</sup> April	<p>*Confirm agenda</p> <p>*Explain how new board members will be elected</p> <p>*Agree that the draft 2023 objectives are ready to be published ahead of AGM</p>	Dave M / Ruth	<a href="#">THE HUB OBJECTIVES 2023.docx</a> and attached
4	Community Day – 22 <sup>nd</sup> April	Update on preparations	Carola	
5	Finances	<p>*Review February financial report for LREH and Treasurer’s narrative</p> <p>*Note any questions for Treasurer at next board meeting</p>	All	Report and Treasurer’s narrative attached
6	Fundraising	<p>*Set fundraising priorities</p> <p>*Clarify roles, responsibilities and processes</p>	Roxana	
7	Board roles for 2023-24	<p>*Review and agree the updated responsibilities for the strategic roles</p> <p>*Agree which roles are the highest priority and ideally shouldn’t be left vacant in 2023-24</p> <p>*Discuss how we fill highest priority roles post-AGM</p>	Ruth	<a href="#">LRec Hub strategic roles.docx</a> and attached

8	Constitution	*Update on registering the new constitution with the Financial Conduct Authority	Dave M	
9	Personnel	*Update on progress with staff appraisals	Ruth	
10	AOB			