

Minutes for Lordship Hub Board Meeting- 14th June

Attendees:

Ruth Keeling, Dave Morris, Joan Curtis, Sarah Hazlehurst, Alberta Benedetti, Roxanna Slavcheva, Carola Kornfeld, Issy Harvey, Anthony Bailly

Apologies:

Sue Jameson, Yvonne Richards, Sandra Sutherland, David Selby

Conflicts of interest:

No conflicts of interest

Minutes of the last meeting:

May meeting minutes [Hub Board Minutes 17 May 2023.docx](#) agreed by all.

Café strategy meeting- Ruth

[230614 Update on cafe strategy meeting](#)

Ruth gave a quick summary of the document.

- Staff had lots of ideas- the main one was longer open hours (44% increase, meaning additional hours for staff in the hope that will make more money while open longer).
- Next steps include 1) fortnightly cafe managers meeting, 2) and monthly financial reports to the board.

Discussion from across the board included:

- Overall agreement that we should try to fill as much of the new hours as possible from existing staff members.
- There were worries about recruiting an additional member of café staff – partly because longer opening hours are seasonal; partly because it is already challenging to coordinate & plan with 3 part-time café managers.
- We should look at making a bank of freelance café managers, as the hours increase would be seasonal, before looking at hiring a new team member.
- Catering agencies were also suggested as an alternative to recruiting someone permanently
- Confirmation that there is budget for new equipment, so the café can work more efficiently, and that can be spent as per [Financial delegation March 2023.docx](#) policy
- Discussion around flat management structure. It is a matter of principle for the Hub and regularly promoted by many board members; there is also recognition that it needs effort to work effectively. A possibility that we need an additional coordinator mechanism in place to support the flat management structure in the cafe; that could be done by one café manager or on rotation across three café managers. Another suggestion/clarification was that flat structure does not mean everyone has to have exactly the same role. Job descriptions and individual objectives can differ to give clarity about who leads on what.
- New monthly financial report [7. May 23 Monthly Management Accounts \(1\).xlsx](#) shows “Profit and loss by class”- we can check month on month with new changes and navigate if the profit is going upwards.

ACTION

Ruth and café staff to continue with work to implement changes and will incorporate this feedback into their thinking. The principle was approved that hours will be increased in summer was agreed by the board on condition that profit & loss is more closely monitored, and approach adjusted if we are not breaking even or making a profit

Building maintenance- Dave

 [Buildings Meeting 24.05.2023.docx](#)

Danny Carr, Dave and Carola had a meeting, minutes in this document have been shared.

Some key points include;

- Our new online [planner](#) is working well. Roxanna requested that a note of potential cost be added to each item that the Hub is responsible for.
- Homes for Haringey- Dave wrote to the council to explain that we/they need to get on top of maintenance, especially the regular PPMs. Danny is on the case also.
- There is a list of potential improvements and H4H should be subcontracting for some specific specialist tasks. The building is getting older, we need to keep up on maintenance and improvements. This is linked to the work on grants for funding.

ACTION

Fundraising subgroup to add look into costings for projects into group scope.

Volunteering- Albertina

Albertina gave an introduction to themselves and the background of hub volunteering. Some key points included:

- Café has an amazing 75-100 volunteer hours per week.
- Across the 4 week days, we have great diversity. One volunteer who needs a support worker with them, lots of young people through the Duke of Edinburgh Award, retired people, job seekers, some people who just want to help because they have seen the café busy.
- We are always looking for more volunteers, as it is a constant ebb and flow.
- Volunteering was very high after covid and we shouldn't be expecting to get back up to this place.

- Discussion about volunteering included the following points expressed:
- The café should be able to work without volunteers if needs be, and they should be a bonus to an adequately staffed cafe.
- We need to give more back to volunteers. Don't want volunteers to become cheap labour- so what is our volunteer offer?
- Expectations need balancing. There is currently no strategic vision given to which should be prioritised.
- The quality and diversity of volunteers needs to be reflected too, in line with what the café can cope with. More than just amount of volunteer hours should be recorded in our hub objectives.

- We should have volunteers for other things other than café. Meet and greet, front of house volunteer, building/ DIY. We could set a limit to how much time we spend on café volunteers and expand into the other areas. It was discussed that a strategic vision on volunteering was needed from the board.

ACTIONS

Ruth and Albertina to meet and discuss volunteering strategy, including whether we need a board member for volunteering, and will report back to board with a recommendation on 1) How and when to create volunteer strategy, 2) How and when to revisit our priorities.

Upcoming events- Carola & Joan

- Had a marketing meeting to discuss what's coming up and how to promote it.
- Hub birthday celebration has now moved to 19th August, and we plan to ask community for suggestions on what they want to see.
- 16th August is Cloud Appreciation Day in the Rec and Dave to be coordinating the Hub/Friends contribution to this. Plans could include to get a green group together (Dave and Roxana to discuss), talk about climate and our Weather Station, and tour of the building.
- Sarah has plans to share a first draft of a digital comms strategy, and an annual communication calendar in the coming months. This will include creating educational content (what is a co-op? what is an eco-hub?).

New board members & 2023 Objectives and Key Results- Ruth

[Hub Objectives and Key Results 2023.docx](#)

The board looked through the document and assessed if it was still correct.

ACTIONS

- Ruth to talk to Yvonne about events role.
- Ruth, Izzy and Joan to have a membership handover meeting.
- Carola to review target for community hire and identify a new target for free hire and bring it back to board

AOB (15 mins)

- Dave on networking-

1. Haringey Community Centres Network - a network of around 30 community-run centres, discussions include meetings with the Council about leases and rent and valuing services

provided. We have a great lease -and are trying to support others to get a good lease too. Hub website hosts the HCCN page.

2. Haringey Friends of Parks Forum – involves 65 local Friends Groups. Currently collaborating with the Parks Service to launch a new 15-year strategy for Haringey’s parks.
3. Haringey Community Action Network- a new initiative bringing together campaigning groups and community groups around building solidarity, and funding for public services.

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Dave on Land Registration- we need to register interest our interest in the land and is looking for support on filling in the forms.

ACTION

- Sarah to support and to connect Dave with contact if needed.

- Anthony on Staff board strategy evening

- [Actions from Staff-Board Workshop - June 2023.msg](#) have been circulated.

ACTIONS

- Anthony to identify quick wins and identify who can do these.
- Sarah to add Anthony’s recommendations to next board agenda.