

Minutes for Lordship Hub Board Meeting- 12th July

Attendees:

Ruth Keeling, Joan Curtis, Sarah Hazlehurst, Anthony Bailly, Yvonne Richards, Sandra Sutherland, David Selby, Roxanna Slavcheva

Apologies:

Sue Jameson, Dave Morris, Issy Harvey, Carola Kornfeld

Conflicts of interest:

No conflicts of interest

Minutes of the last meeting:

June meeting minutes Hub Board Minutes 14 June 2023.docx (sharepoint.com) agreed by all.

Meeting:

Actions from the previous meeting(s):

All outstanding actions from actions planner– Sarah+ Ruth to talk through

The screenshot shows a task planner interface with two columns: 'To do' and 'Done'. Each column has an 'Add task' button at the top. The 'To do' column contains three task cards. The first card is titled 'Submit annual accounts to Financial Conduct Authority', has a 'Legal requirement' and 'Hard deadline' tag, a due date of '04/01', and is assigned to 'DS'. The second card is titled 'Actions from June staff-board workshop' and has two sub-tasks: 'Anthony to identify quick wins and identify w' and 'Sarah to add Anthony's recommendations to'. It has a progress indicator of '1' and is assigned to 'SH' and 'AB'. The third card is titled 'Fundraising' and has three sub-tasks: 'Advertise for volunteers to support fundraisi', 'Finance to be discussed at a future meeting:', and 'One of the two office staff member job desc'. It has a progress indicator of '0 / 3' and is assigned to 'RS'. The 'Done' column contains two task cards. The first card is titled 'Fundraising subgroup to add looking into costings for projects into group scope' and is assigned to 'RS'. The second card is titled 'Fundraising' and is assigned to 'RS'. Both 'Done' cards have a progress indicator of '0 / 3'.

Commented [RK1]: realised that the issue with doing it like this is that members/users reading minutes on the website won't be able to access planner, so we will need to have another transparent way to record whether actions are being done

Commented [SH2R1]: Maybe a screenshot of the action planner will suffice?

-Board went through board actions planner and ticked off things that have been done.

-We will do this at the start of each meeting going forward.

Monthly finance report:

- Using latest monthly report from Atek
- A breakdown from David followed;

The trend shows that Lordship Hub is breaking even or losing a little bit of money each month

- May to June the trend continued, and we have a £2.4k loss.
- Trade in general is ok. Room higher is a little less. There is no one reason for the losses. It's overspending of a few £100 here and there from all areas that has accumulated.
- In 18-24 months, we will run out of money, so we need fundraising and grants to plug the gap.
- We don't have a sustainable and regular plan for funds.
- The only loss is 3-4K across the financial year so far, the start of the year wasn't bad at all but the last few months have added up.

Discussion followed that included;

- Do we need to explore our USP for grants- is it the volunteering aspect that we should be concentrating on?
- Can we tighten up on those smaller places we are losing money as well as looking at grants?
Note: Leona is doing the café price review this week.
- When we put prices up, we have to take into consideration what people can afford.
- Discussion about community affordability vs rising prices.
- Can we look at adding and creating workshops as another income stream?

Action:

- Roxanna & David Selby to meet and discuss finances and fundraising
- Café managers to review café prices and adjust so our margins are 33.5% as budgeted for; Ruth to report back on progress at the next board meeting.

Events:

Report back from Windrush and Block-o-rama events

Both did a very good job at bringing in additional revenue.

Windrush event

- We take on a good weekend £800, on that day we took £1400 not accounting for costs.
- Very calm day, people came in and out and enjoyed the event.
- People especially enjoyed the live music
- Suggestion- should we do more of these events? Perhaps every two months give the hub over to a different nationality or ethnicity to run a pop-up food and music offer?

Block-o-rama

- We took £1200- this shows that outside events that are not organised by Hub itself have a good effect too.
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Upcoming events:

19th August birthday ideas discussion

- Do we have a budget? We can do, if we think it will lead to increased sales.
- Members meeting could be a part of it- drinks and mingle?
- New members target- could we try to reach x amount of members as a birthday gift to the hub?
- Art tote bag competition? Lots of discussion in favor of local artists competition or local school children.
- Yvonne would like to know who organised the candy floss machine at a previous event?

Action: Anthony to look into taking donations contactless app.

Action: Sarah to draft 10 things you didn't know about the hub social media post

Action: Sarah to send a save the date to members via a newsletter

Cloud event 16th September

- Dave is looking for volunteers to help co-organise.

Feedback from demographics webinar – Yvonne

Yvonne introduced the webpage to us- [Ward Profiles | Haringey Council](#).

- The website has data for each ward in Haringey and is an interesting insight into the borough.
- This is going to be useful in fundraising applications.

Action: Next board meeting to talk about diversity & inclusion- how can we measure who we are reaching in the hub?

AOB:

Extended Café opening hours discussion

- The café has started with the extended opening hours started this week 9-5 in the week.
- Adverts have gone out for the additional hours needed for weekend hours extension and there has been lots of interest.
- Sarah has put up a post across the social media platforms.
- What can we do to tell people more about the opening hours? Perhaps a four week digital campaign about extended hours so we can be opportunistic about the good weather

Action: Ruth to give an update on café strategy next month.

Action: Sarah to draft digital posts about extended café hours.

Volunteer strategy

- Ruth & Albertina met to speak about strategy.

- Carola has been away for Albertina covering, so not a lot of time to look into this during the past month.

Maintenance

Action: Dave Morris (maintenance) and Roxana (fundraising) to agree what tasks from maintenance list should be included in fundraising drive and how we will get quotes for the work to support grants applications.