#### Minutes for Lordship Hub Board Meeting- 9th August

#### Attendees:

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

#### **Apologies:**

Sue Jameson, Dave Morris, Issy Harvey

#### **Conflicts of interest:**

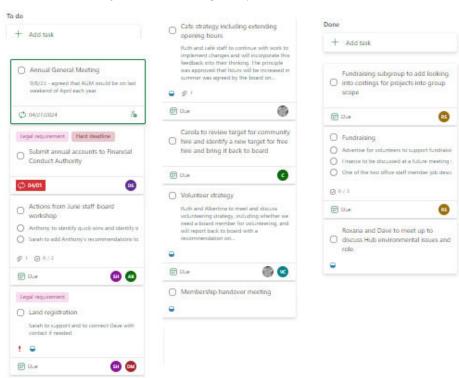
No conflicts of interest

## Minutes of the last meeting:

May meeting minutes <u>Hub Board Minutes July 2023.docx</u> agreed by all.

- Amendment- Cloud Appreciation Day to 16 Sept- now updated in July minutes.
- ACTION: Notes can be sent round to members asap, and there will be 1 week for anyone to
  make comments or amendments, and the Carola will upload online when ready and approved.

### Actions from the previous meeting - on planner - Sarah



- Membership update pushed back to next month when Issy is back
- ACTION: David Selby following up on submitting FCA report but no progress yet (old accountant has resigned so need to recruit a new one). Ideas welcome for (ideally local) accountants!

- ACTION: David Morris to follow up on land registry question.
- ACTION: Carola will continue to look into community hire. Some optimistic news and higher community interest. Carola to prepare a report for the Sept board meeting.

#### **Finance** – David Selby

Latest monthly finance report - June 23 Monthly Management Accounts.xlsx

ACTION: Dave Selby to send us a more detailed breakdown of what the premises category and what's gone up (or down) over the past month or so.

• Transparency – should we publish monthly report with board minutes?

ACTION: yes but putting a note explaining the result on each month and keeping it very high level - Ruth will do this on a monthly basis, running it past David Selby

• Timeline for completing 2021-2022 accounts, including FCA deadline

ACTION: needs more time to complete by DS

• Deadline for 2022-23 accounts and setting AGM date to fit

ACTION: AGM to be set for end April.

# Actions from June staff-board workshop- on planner - Anthony

Board actions:   Hab at Sean  Hab at Sean  Hab at Sean  COMMUNITY INVOLVEMENT  Of Malazian the installation of quality and inhealthers in the Hub	0	WINAERESS illocation the range of information charved on rocial media justicage attentioning content (posts in advance)	O MINITERS-EP Membership as a previouslete for atmediag a class	COMMUNITY INVOLVEMENT: Increase the number of Special Days, elich are relevant for the tumoanding community.
			O MONTERS in Make volunteering	
		MEMBERS-IRP Discretly the volunteer raise and types of membership  CASE Play resist in the cate lyelevant for local onlines of commanities - local artists perhaps?)		COMMUNITY INVOLVENTIAT  Collaborate with other Community Events (Groups in g, offer to host events for them)
			CATE Provide plantics / stresss that case     be enjoyed in the gark	
			CLASSES & EVENTS: Introductory On these for classes that come with a "selfcome to the Hub" occide.	COMMUNITY INVOLVEMENT  Conduct focus groups with local
MMARENESS. Meeting with class: seathers and getting them to promote the Hub.		CLASSES & EVENTS: Hand our more Quarticonaires through dasses to gauge opinion		community leadest
			AWARINESS Improve the accessibility of the website - make the messages more focusted	C) CATE Support Club
AWARENESS: Talk to and actively		AWARENESS Educate private have for the Half & Vountering Opportunities (A.g. Information pack)		
engage with violent and park users, explaining about the Hub			ARRANGES Sciences the community those about the building deed powerfully through dedicated events?	
UDMSCRS-HP Water clearly articulate what the benefit of membership is		UDVERS-IP be require and		
		C) condition with all offerings (events, these, etc.)	AWARCHIES Watery Burner cryos	
MAKARENISS: increase the use of leafering / pomers within the Hub.  Indicat area - including legalty rank (i.g. tollers, local extrest, Hub. rate, park exemp, etc.)			what we are and how people can be a part of it	

ACTION: Joan and Carola will chat to put together talking points and a timeline of the development of the Hub to be reviewed and agreed by the Board.

ACTION: Newsletter to be sent out by Sarah this week. Carola will circulate additionally as needed.

ACTION: Everyone (all Board members) to review and add on ideas to each item before the next meeting in Sept. Anthony and Ruth to discuss at the next monthly meeting whether and how to take them on and rank them based on urgency and priority.

ACTION: Sarah will share written reflections next month as well.

Membership and user engagement update – Issy & Joan (ACTION - update pushed to next month)

## Café opening hours, recruitment and finances – Ruth

ACTION: Ruth to update further with tangibles (prices, opening hrs feedback etc) during Sept board

meeting

ACTION: Carola to meet with and send JDs to Sarah to disseminate.

# Fundraising - Roxana

ACTION: Carola and Sarah to disseminate request for fundraising support (ad drafted by Roxana last

week)

ACTION: Joan + volunteer to work on sales strategy for xmas cards

ACTION: Joan and Danny to continue to firm up estimates for building projects' costs

# **Environmental strategy** - Roxana (written update from Dave)

ACTION: Flyer to be printed soon Joan and Dave M to sort and have bucket for ideas etc at 19 Aug Hub

**Birthday Event** 

ACTION: Roxana and David M to meet again in Sept/Oct to take it up

ACTION: Dave M looking for volunteer on Cloud Appreciation Day - 16 Sept

#### **AOB**

None.