

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 [Hub Board Minutes July 2023.docx](#) 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

The screenshot shows a task planner interface with two main columns: 'To do' and 'Done'. The 'To do' column contains several tasks with checkboxes, descriptions, and due dates. The 'Done' column contains a few completed tasks. The tasks in the 'To do' column include: 'Annual General Meeting' (due 04/22/2024), 'Submit annual accounts to Financial Conduct Authority' (due 04/01), 'Actions from June staff board workshop' (due 07/2), and 'Land registration' (due). The tasks in the 'Done' column include: 'Fundraising subgroup to add looking into costings for projects into group scope' (due), 'Fundraising' (due), and 'Roxanna and Dave to meet up to discuss Hub environmental issues and role' (due).

- 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

The screenshot shows a digital planner interface with a sidebar on the left titled 'Board actions' and 'June Staff-Board Workshop Ideas'. The main area contains a grid of action items, each with a checkbox and a category label:

- COMMUNITY INVOLVEMENT:**
 - Maintain the standards of quality and cleanliness in the Hub
 - Collaborate with other Community Centres / Groups (e.g. offer to host events for them)
 - Conduct focus groups with local community leaders
 - Supper Club
- MEMBERSHIP:**
 - Membership as a prerequisite for attending a class
 - Make volunteering 'easy'
 - Provide picnic / drink that can be enjoyed in the park
 - Introductory offers for classes that come with a 'welcome to the Hub' session
 - Improve the accessibility of the website - make the message more focused
 - Educate the community more about the building itself (generally through dedicated events)
 - Maximize barter trading what we use and how people can be a part of it
- AWARENESS:**
 - Expand the range of information shared on social media (perhaps substituting content/posts in advance)
 - Play music in the cafe (relevant for local culture / communities - local artists perhaps?)
 - Hand out more questionnaire through classes to gauge opinion
 - Educate private firms for the Hub & Volunteering Opportunities (e.g. information pack)
 - Regular and consistent with all offerings (events, classes, etc.)
 - Increase the use of leafleting / posters within the Hub and local area - including loyalty cards (e.g. toilets, local reserves, Hub cafe, park events, etc.)

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.