

## Minutes for Lordship Hub Board Meeting- 8th November 2023

### **Attendees:**

Joan Curtis, Sarah Hazlehurst, Roxanna Slavcheva, Yvonne Richards, Carola Kornfeld, Sandra Sutherland, Sue Jameson, Dave Morris, Issy Harvey, Anthony Bailly

### **Apologies:**

David Selby, Ruth Keeling

### **Conflicts of interest:**

Sue Jameson stated that they are councillor for Bruce Castle

### **Minutes of the last meeting:**

October meeting minutes [Minutes for Lordship Hub Board Meeting - 11th October 2023.docx \(sharepoint.com\)](#) agreed by all.

### **Actions from previous meetings: Sarah**

Actions were updated on task page

<https://tasks.office.com/lordshiphub.org.uk/Home/PlanViews/FL8rn8VHd0KRBBgr5wBenJgABzkg?Type=PlanLink&Channel=Link&CreatedTime=638300421405380000>

### **Outstanding tasks that need looking at or addressing before December board meeting**

#### **- Fundraising & building projects**

These outstanding tasks are connected. Fundraising needs a full list of priorities and prices in order to be more successful in bids. To do this we need a fully costed list of projects in the hub e.g. the roof etc.

**ACTION: Yvonne to collate all outstanding building projects from other board members in a spreadsheet, which will be presented to Danny to price up each.**

#### **- Financial outstanding tasks**

The list of financial outstanding tasks needs addressing.

**ACTION: Sarah to email David and a financial update to be given at December board meeting.**

#### **- Part 2 follow ups**

Ruth & David were both not in attendance, so will be asked to address this at the next meeting.

**ACTION: Ruth & David to address part 2 email.**

### **Personnel updates- Carola**

1. Closing of gate- staff would like us to address their discomfort in finishing work late in the dark and having to lock the gate. This is an ongoing issue that needs resolving for obvious safety issues.

Decision needed: who is going to lock the gate if we are going to have it open for parties?

Options: if there aren't any parties it can be locked earlier at 4pm before it gets dark. For other days we can send out an appeal for extra volunteers.

**Action:** Carola to ask Roger if he can take this on.

2. Temp event licenses, we can have 20 a year, cost £20 each time and it's very easy.
3. Albertina is going to be staff member responsible for safeguarding.
4. Food & drink policy has been discussed for staff and volunteers.
5. Catering for kids' parties, £6.50 per child and will go up on the website.
6. Historical outstanding holidays.

Decision needed: Staff would like to know if outstanding holidays can be taken over or paid out.

**Action:** Carola to talk with Ruth about outstanding holidays (as personnel lead) and move forward. Once options have been discussed, they can bring to the board to vote on.

7. New paid role, job description: 6 hours contract, office & digital communication assistant. Social media, newsletter, website, admin of membership. To do the monthly banking, and make sure money is in the petty cash.

**Action:** Carola to move forward with Ruth on job description (as personnel lead) and then start advertising the job.

#### **Financial update- Dave S not present**

- The board looked at the Atek files and it looks as if we are losing £1k-£2 per month- are we eating into the reserves?

**Action:** Need a discussion with treasurer at December meeting, with a pre-report. Request for this report to be simple and understandable, as we found it hard to follow the Atek report without notes.

#### **Review of LREH Responsibilities Dates.docx Carola + Sarah**

- Very helpful list of key dates/deadlines (incl legal) for all to be aware of, put together by Carola.
- The board reviewed it and discussed that it would be helpful to fill in the blanks.

**Action:** Sarah and Carola to discuss missing names and add to monthly planner.

#### **Membership opportunities Opportunities of membershipVs2.docx Issy**

- AGM is a good opportunity to get membership going. Do we need to offer more benefit to members.

Decision to be made: Are we happy for what Joan has written to be shared externally?

**Outcome:** Yes, board voted unanimously to put statement on website.

- Yvonne stepped forward to be lead on the welcome journey for new members.

**Action:** The membership list was handed over by Carola years ago. Carola to encourage class leaders to become members. This already forms part of their contract, but has not been reinforced previously as there was a problem with signing up on the website. **Action:** Issy, Joan & Yvonne to meet and discuss the member's welcome journey.

**Action:** Sarah and Yvonne to meet and learn MailChimp.

### Communications update- Sarah

- Sarah is pleased that the new member of staff will take over newsletters as it's been a struggle to get them out and has limited past capacity to do so regularly.
- A newsletter is ready to go out shortly, content has been discussed in depth over email.
- Dave questions if we can send standard text regular updates to the mailing list e.g. "There is a Green Action Meeting this week, please come," as well as the scheduled newsletters.
- Not sure if this should be done because of brand image and GDPR implications.

**Action:** Dave to investigate if we can create an additional e-list similar to the Friends of Lordship.

**Action:** Sarah to investigate GDPR implications of exporting mailing list and sending plain text emails.

- Sarah has also been working on [About Lordship... social media carousel](#), a list of explainers to be created into carousel form for social media.

### AOB

1. **Green Action in Central Tottenham** spreading green sustainability. 14 attendees came to the last meeting. The next is Sunday 10<sup>th</sup> December.
2. **Christmas party** - the publicity has gone out. The budget last year was £340. The budget covers Christmas cards to staff and volunteers, food and drink. Not included in the budget is the prize for the best Christmas outfit as we have been donated 2x tickets to a west end musical. Also a suggestion for the board to volunteer £5 or £10 to raffle an Xmas hamper.

Decision needed: Budget of £350 for this year's Christmas party.

**Outcome:** The board voted in favor of this decision.

Decision needed: Café to close at 2:30 on the day of the Christmas party, Friday 8<sup>th</sup> December.

**Outcome:** The board voted in favor of this decision.

**Action:** Issy to send email around about Xmas hamper raffle.

3. **Next workshop in early 2024** Will be about how to involve people with the hub. We should start thinking about it.