

## Minutes for Lordship Hub Board Meeting- 10<sup>th</sup> January 2024

### **Attendees:**

Joan Curtis, Sarah Hazlehurst, Yvonne Richards, Carola Kornfeld, Sandra Sutherland, Sue Jameson,  
Dave Morris, David Selby, Ruth Keeling, Roxanna Slavcheva

### **Apologies:**

Issy Harvey, Anthony Bailly

### **Conflicts of interest:**

Sue Jameson stated that they are councilor for Bruce Castle

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

December meeting minutes [Minutes for Lordship Hub Board Meeting- 13th December 2023.docx](#) agreed by all.

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

The actions page hasn't been updated this month, so we went through the actions from the December meeting.

- Albertina to speak to Jade to create a new class for volunteer costs in the accounts. BALL ROLING
- All event income must be accounted for separately, Carola and Albertina to update staff and monitor IN HAND
- Carola & Antony & Tim to discuss phones and internet issue. FIXED
- Dave and Joan to share with Albertina and connect with the volunteer strategy. Dave to share Lordship Village print out digitally/over email DONE
- Review Cooperative UK at the end of the year to see how it's going. ON THE TO DO LIST

### **Finances and fundraising - David Selby**

- At the time of the meeting we don't have the Dec finance report yet, so David is giving a general update.

- There has for the last year been a shortfall in revenue and now the concern is becoming more acute, and the cash balance is starting to run low. David is not comfortable we have enough reserves beyond the end of this year without worry.

- We predict that we need to raise £20-30k in fundraising and grants. This sounds like a lot but it's what we've managed in the past.

- Grants: If raised through a grant, it must be revenue, not funding for a specific project. Volunteering support would be the most obvious thing to be looking for grants.
- Fundraising: Is it possible to hire a fundraiser who is paid to raise money? Can we run a crowd funding campaign and ask for support from the local community? What's happening with the fundraising group? The volunteer coordinator job description can be edited to include grants and fundraising.
- Income generation ideas: we could hire stalls for local businesses a few times a year.
- Also, in David's general update the FCA accounts just need a narrative and then can be filed.

**ACTION:** Joan to do some immediate funding applications.

**ACTION:** Ruth and Carola to draft two job descriptions for the work in the office. One of them to include fundraising.

**ACTION:** Joan to draft a crowd funding narrative.

**ACTION:** Nathan to run a digital comms campaign (crowd funding).

### **Building improvements and fundraising - Dave M / Carola**

There has been some movement on this, but Danny is currently off with Covid.

**ACTION:** Dave Morris is writing a letter to the council about miscellaneous repair issues and to clarify who is responsible for some jobs, the council or us.

**ACTION:** Ruth & Danny working together to advertise for a volunteer with building and project management experience.

**ACTION:** Danny to get the estimates for Joan for fundraising.

### **AGM and annual report planning - [AGM and Annual Report 2024 planning.docx \(sharepoint.com\)](#) - Ruth**

- The board looked through the planning document put together by Ruth. This project is a community engagement exercise, which will look at gathering feedback and will promote membership. It will also help us to prioritize for the following year.

- Next steps were discussed; 1) Deciding timings and content plan for April 2) Making a document of achievements and goals.

**ACTION:** Annual report (similar to those we did in the past) to be signed off in Feb, and then promoted in Feb, March and April.

**ACTION:** Ruth to coordinate and collect sections of Annual report.

### **Community events in 2024 – Carola**

- We are currently planning 2024 events. Some key opportunities include; Mother's Day, Easter Egg Hunt , International Women's Day- (Joan to organise a film).

- Carola highlighted a new process of event organising:

A kickoff meeting, where roles are decided, which are then documented and tracked, one 'working document for everybody to refer to, budget tracking and evaluation also needs to be allocated. [Dealing with Events 08 Jan 2024.docx \(sharepoint.com\)](#)

- The next staff board workshop is on the 9<sup>th</sup> Feb - this be about the events we want to put on in 2024 and build on the above process at the workshop.

- Christmas events- the Christmas party was brilliant- well done everyone involved. Also, Thanks to the Christmas day volunteers.

**ACTION: Ruth and Carola to organise the next staff board workshop.**

### **Resignation of our volunteering coordinator: next steps - Carola & Ruth**

- Albertina has given their notice in the Volunteer Coordinator role and there is a long list of things to be done (to recruit and to keep things tidying over in the meantime). Albertina has kindly offered to do some part-time work while we recruit and will for now continue to deal with purchase invoices as this can be done from home.

- Albertina has been great at keeping track of everything and doing things not in her job description, which is a credit to her, but also, we need to have a full list of everything that she does. There should be a full exit interview carried out before she fully leaves which is to be shared with the whole board.

- The board would like to formally thank Albertina for her time at Lordship Hub.

- Next steps in recruitment; 1) JD to be finalised, then 2) we will organise recruitment interview stages.

- We need to be as quick as possible in organising the recruitment process.

- The WhatsApp link was very good for the last role- we had a few applications through that.

**ACTION: Ruth to send formal thanks to Albertina as she leaves her role.**

**ACTION: Ruth and Carola to get the JD and advert externally by Sunday 21st January.**

### **AOB**

- **Haringey Community Centres Network (HCCN) Meeting** - The Council is currently preparing a cultural strategy, which has included a feedback/consultation exercise. At the December HCCN meeting the Council officer present noted that Lordship Hub was the most mentioned venue for positive cultural activities in their feedback form. Well done to all staff and volunteers in making the hub be seen this way in the community!

- **Treasurer board position**- Has gone out already, but we've not had not replies. Nathan to promote again.