

Minutes for Lordship Hub Board Meeting- 14th February 2024

Attendees:

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

Apologies:

Sue Jameson, Anthony Bailly, Dave Morris

Conflicts of interest:

None.

Minutes of the last meeting:

January meeting minutes agreed by all [Minutes for Lordship Hub Board Meeting- 10th January 2024.docx](#).

Actions

[Board actions - Feb 2024.xlsx \(sharepoint.com\)](#) were reviewed and updated.

Finance Update- David

- In the January 2024 board meeting, we raised a financial alarm call.
- Things we have done in response to this are; 1) Look into a crowdfunder 2) Add fundraising support to the office role 3) Tightening the belt to stop the shortfall.
- Discussion from the board agreed that we need to do something immediately. We are on a slow decline, and we need to take action.
- David confirmed that we are looking for £3-5K. There was a £6k loss in December (historically December has always been a bad month with regards to income from the cafe as well as hire as things are winding down at this part of the year) January is better but still at a large loss.
- Discussion on the best process to put forward monetising opportunities- anything we set up or suggest needs to be priced including staff costs, room hire etc

ACTION: Ruth and Carola to design a template document that can be used for all suggestions

- A suggestion that we move the monthly board meetings back by one month, as we receive the Atek reports too late to review before each meeting. With the extra week we can use our time better to assess the financial situation.

DECISION: Agreement to move monthly meeting back to the 3rd Wednesday of the month.

ACTION: Ruth to let everyone know new monthly board dates.

London Living Wage

- It has been highlighted that the hub is paying slightly lower than the London Living Wage. To raise the wage would cost less than £150 a year. 2p person per hour.
- It should be noted that this pay increase won't see much of a difference in staffs wage packet, but is being done so that we stay in line with LLW.

DECISION: All agreed that we should raise the current wage to meet London Living Wage.

ACTION: David, Ruth and Carola to input numbers for next pay roll.

ACTION: Ruth to put in LLW application and to email staff.

Crowd funding

- Joan has looked into two different crowdfunding platforms- Just Giving & Aviva. Aviva match the donations made but you have to reach your target.
- Some decisions should be made now-1) Which platform should be used? 2) What should the monetary target be? 3) How long should we give ourselves?

- Suggestions from the board that we set a 3k or 5k target, and we can set the time scale too- should be after the AGM . It would be good to try for the Aviva match funding.
- Language suggestions: to avoid language about being in trouble (we don't want it to imply poor financial management), we should instead talk about all the free things we do and our community ethos.

ACTION: Ruth to turn Joans crowdfunding document into a live document that everyone can feed into.

ACTION: Everyone to feed into live crowdfund document.

Workshop

- The Community events working group is meeting up to:
 - o Clarify procedures on how different people involved in organising an event can work together more efficiently and harmoniously
 - o Address the different themes that came up during the staff/board workshop
 - o Decide which events in the near future are feasible
 - o Update current 'Dealing with Events' document – Basic guidance for any event
 - o Given the financial situation, the community events working group is going to think about which events can generate more money.

ACTION: The community events working group to meet up asap and address the above.

Personnel update

- We have advertised for board treasurer.
- The Office administrator role has gone out.
- Albertina, rather than doing an exit interview is writing a letter which should be with us by the next board meeting in April.
- Co-operatives UK membership is now going. Co-op UK has lots of different trainings available. We should all look into Issys training recommendation training was very good. Ruth will organise it.

ACTION: All board members to look at what Co-Operative training is available/ of interest.

ACTION: Ruth to organise non-violent communication training

ACTION: Joan has asked that we put a discussion topic of loans on an upcoming meeting agenda.

AOB

- **Easter egg hunt.** The group needs to meet up and discuss how they are going to run it. Carola is happy to support.