

Minutes for Lordship Hub Board Meeting - 15th April 2024

Attendees:

Anthony Bailly, Dave Morris, Issy Harvey, Joan Curtis, Ruth Keeling, Sandra Sutherland, Sue Jameson, Yvonne Richards,

Apologies:

David Selby, Roxana Slavcheva, Sarah Hazelhurst

Conflicts of interest:

Sue Jameson councilor for Bruce Castle.

Minutes of the last meeting: April minutes agreed: [Minutes for Lordship Hub Board Meeting- 17th April 2024 \(with part 2\).docx](#)

Actions: The [board actions planner](#) were reviewed and updated. Updates on specific actions can be found in the comments section of each task.

(Note: Sarah will be following up on long standing actions via email in between board meetings and offering support for you to get them complete).

Onboarding of new staff

- People coordinator Nura Nur started employment on 13 May
- Office coordinator Nora White will start on 30 May, but has been coming in a few days ahead of that to get some handover from Carola who leaves at the end of May
- Both are settling in well
- Carola expressed a worry about whether the People Coordinator would have time to do the volunteering coordinator role alongside all their other responsibilities
- There was a discussion and recognition of the importance of volunteering to the Hub
- Ruth said the new People coordinator had shown a passion for volunteering in their interview and hoped that, once they were up to speed on room hire and events, volunteering would naturally get prioritised
- When Carola has left, Ruth (as board member for personnel) is planning to spend Mondays in the office to help both new staff members settle in
- A board member expressed concern that volunteers did not know Carola was leaving

Action: Ruth to update the board next month and beyond if there are any concerns about workload and prioritisation

Action: Carola to ask Albertina to update all volunteers on the staff change

Annual general meeting

- The board discussed what was needed and who was doing what; tasks assigned on an [AGM planner](#)
- There was a review of the difficulties that membership leads had communicating with members ahead of the AGM
- Yvonne said she was not clear on what her role is for membership; Issue was not sure of how to do it technically

Action: Yvonne and Issy to discuss who is doing what and clarify precise roles around membership

Action: Anthony to help Issy with the technical barriers to communicating with members

Fundraising proposal

- Issy and Yvonne had two proposals to help increase income and raise funds for the Hub
- One: a one-off fundraising event on Thursday, 6th June as a pilot event to activate members. All ticket event with limited numbers. Issy, Ann and Yvonne have volunteered to organise
- Another: to create a pool of volunteers who can, on good weather evenings when the park is busy, sell cafe items through the sliding window using iZettle with a minimum of 2 volunteers. Toilets will not be available unless staff are in the office and willing to keep the door open
 - This was agreed in principle

Action: Yvonne and Issy to write a proposal for the after hours service for everyone's approval

Action: once agreed, Yvonne to set up a WhatsApp group of volunteers willing to take part

Community Centres Network

- There is a formal council consultation on proposals to support community centre.
- Next meeting of community centres network 20th June if 1 or 2 want to attend. Dave Morris can share information with anyone interested

Carola's departure

- Ruth has begun to plan our big thanks to Carola for all her hard work over 9 years
- Thank you Carola!