

Directors' Meeting 10/09/15, at the Hub,

Present: Jock Miller, Bernard Provost, Lodro Dorje, Nick Jennings, Jennie Mills, Victoria Long.

Apologies: Scott McCarthy

Minutes of Previous Meeting: These were read and one amendment made. Subsequently, these were accepted as correct by Jennie Mills and Bernard seconded.

Matters Arising:

1. Extractor Fan: There have been extensive reports on the extractor fan. This matter is still being looked into : fit a silencer which we don't know will work; boxing it in; changing the direction of the trumpet. Not possible until after 'default' (19th Sept?). There may still be a possibility to get something done for free through our builders/architects.
2. Advertising: the organization can claim back all VAT for everything.

Agenda Items:

Communications: It is important that communications (emails etc) about personal allegations should not be circulated. Confidentiality is important. We should not discuss matters with anyone outside of the meetings.

Committee Members: Angelo is willing to be on the board but is away during September. He will be back in time for the next board meeting.
Victoria/Bernard will approach Clare Carr- Saunders and Becky Palosi.

AGM: This needs to be advertised a clear 28 days before the event. It was agreed to have an event evening with something for all. Perhaps a film, an update and a brief business meeting on Friday December 4th. **Sharon**

Training with Wendy Reid: **Jock** will contact her and ask if **Wednesday 4th November** is suitable for an evening training.

Resigning Staff Member: Daniel's resignation is due on Wednesday 16th.

It was agreed that we should advertise for some full time/part-time kitchen staff.

Audited Accounts: These were approved by most who had read them. **The Trustees report will be drafted by Jock and Nick**, then circulated to the board to be agreed. It will be **signed off by Jock**.

Report from Project Development Manager

This will be attached to the Minutes when sent out.

Outcomes: this was deferred to the next meeting.

Volunteer Training: Jock had attended a training day. One point that had impressed him: we should frequently thank our volunteers. The work should be made to be fun. He suggested having a party for them all. The Kitchen staff have offered their tips to pay for this. **Jock will discuss this with them further.**

A Policy for food & drink on offer for volunteers:

The following was agreed:

- That a volunteer could have a basic (around £5) meal once they had worked for 4 hours. This could be accumulated over a number of days.
- Tea / coffee should be available at any time.

Jock will complete an induction volunteer booklet.

Tips: it was suggested that they should be encouraged to discuss how these should be shared out at the next staff meeting. **Victoria will research what other similar organization do.**

Staff Meeting: The next staff meeting will be on Friday 18th at 9am. Jock and Victoria will attend.

Shop: **Jock will approach** several people in the area with a view to them selling in a small Shop area in the Café. (See Minutes of Finance Meeting for 10/09/15)

Health & Social Care: (refer to Nick's report for 10/09/15).

Next meeting: since Jock will be away from Oct. 5th – 20th, it was decided to have the next meeting on **Thursday October 1st.**

Victoria Long
Secretary

ADDENDUM:

The following item that was previously discussed by the Finance sub-committee (in the morning), was subsequently approved by all the board members:

‘Sharon’s probationary period is up on 23rd Sept. 2015. It was decided that after a discussion with her and if she agrees, we should possibly increase her hours as Hub Administrator and make the job full time. ‘