

**Minutes for Meeting:** Board Meeting

**Date:** 2<sup>nd</sup> October 2013

**Minute Taker:** Katy Saunderson

**Chair:** Karen Sheader

**Present:** Diane Little, George Wallace, Pauline Heath, Geof Armstrong

**Apologies:** Paula Greenwell, Kirsty Timming, Janice Irving, Stuart Bracking

<b>Who</b>	<b>Point Discussed/Action to be taken</b>	<b>When</b>
GA	Introduced Diane as the latest member to join the board to the other members.	
GA	<p><b>Matters Arising</b></p> <p>To check in on Stuart Bracking. Recommendation to send a letter is sent accepting his resignation &amp; thanking him for his service to Arcadea.</p> <p>Bill Norman is willing to join the board once his redundancy is through. This is to avoid a conflict of interests as we have been asked to report on arts and culture in Newcastle.</p> <p>It is hoped that the Winter meeting will take place in December – pending interest.</p>	

Who	Point Discussed/Action to be taken	When
PH	Recomends social media as a good way to gauge interest & gather opinion.	
GA	<p>There have been discussions at staff level to on incorporating people with mild to moderate needs.</p> <p>To see if WEA would like to collaborate on anything suitable.</p>	
PH	Suggestion that we could offer qualifications.	
GA	Evening clubs currently running are full as initial discussions show people want the social side rather than traditional learning outcomes.	
DL	<p>All evening clubs charge, Welford = £3.</p> <p>14-24 id Westerhope age range. Though it is difficult to enforce age limits as how do you tell people they can't come.</p>	
KS	Sara has not reported back on the Empty Shop – staffing issues were identified as an obstacle.	
KS	<p><b>Q1 Accounts</b></p> <p>Presented the board with the accounts. No areas for concern identified.</p>	

Who	Point Discussed/Action to be taken	When
GA	<p>In reporting need to look to move HUB over to Arcadea as there is an over/under spend inaccurately showing due to their separation.</p> <p>60 places will make us more robust financially.</p> <p>Accounts agreed by board.</p> <p><b>Directors Report</b> Presented to board.</p> <p><b><i>The Newsletter and HUB website</i></b> are now being managed by Silvie, meaning they are now being updated and circulated regularly.</p> <p><b><i>Summer BBQ</i></b> 60-70 people attended, it was a good success with no incidents and everyone left happy. The intention is now to make it an annual event. It is also an opportunity for old club friends to meet up.</p>	
DL	<p>It is good to have an occasion that brings people from different days together.</p>	
KS	<p>To meet with the artist running the next Nexus Metro project to discuss potential HUB member involvement.</p>	

Who	Point Discussed/Action to be taken	When
GA	<p>Group very welcoming &amp; open to outside influence.</p> <p><b>Youth Work</b> Working with Joan who has a lot of experience &amp; knowledge of working in this area.</p>	
KS	<p>Need to look into any requirement to register with Ofstead.</p>	
GA	<p>Good opportunity to raise awareness of HUB to people leaving school.</p> <p><b>Halloween</b> invites are going out, word is also getting around. We are looking to sell alcohol so have applied for a temporary licence. GA to be licence holder so liability is on himself.</p> <p><b>Awards Night</b> is another idea that we are liking.</p>	
KSh	<p>Tailor awards to individuals so that everyone gets one.</p>	
GA	<p>Perhaps look to collaborate with Liberdade.</p>	
PH	<p>Awards suits NY as there is very little out for NY so it would be good to do something to mark it.</p>	
GA	<p>To wait 6 months before introducing any more board members. Allow time for new members to bed in first.</p>	

Who	Point Discussed/Action to be taken	When
GA	<p><b>Consortium</b> is moving forward.</p> <p><b>CIO Status</b> If board are happy for us to act, saving money where possible, we will aim to have this in place for the new financial year.</p>	
All	<p>Agreement for any problems that may arise to be taken to KSh &amp; GA to proceed with plans.</p>	
GA	<p><b>Accessibility Officer Forum</b> only 2 responses to date, GA to chase people up.</p> <p><b>Staff Meetings</b> now being held on a regular basis.</p> <p><b>Policy updates</b> still ongoing.</p>	
KS	<p><b>Staffing</b> To hand work over to GA whilst on maternity leave.</p> <p>Katrin Auld has re-joined the organisation on a freelance basis.</p>	
GA	<p>To look to balance the male v female freelance options.</p>	
GA	<p><b>Safeguarding</b> To send out notice of new Safeguarding group that people may join</p>	

Who	Point Discussed/Action to be taken	When
	<p>If they choose.</p> <p><b>Future Planning Group</b> As above.</p> <p><b>AOB</b> AGM to be held in January with next board meeting to be held at the same time.</p>	