

Minutes for Meeting: Board Meeting **Date:** 29th May 2012

Minute Taker: Katy Saunderson **Chair:** Janice Irving

Present: Stuart Bracking, Paula Greenwell, Anne Fletcher Williams, Pauline Heath, Peter Miller
Geof Armstrong,

Apologies: Karen Sheader, Helen Aitken, Carolyn Roberts, George Wallace

Who	Point Discussed/Action to be taken	When
JI	Arcadea are earning income for the first time in the charity's history, which is a great achievement and a good indication of progress.	
PH	Suggested that we look up the Common Wealth Fund as a potential source of income.	
PG	Questioned if the City could provide any relief for personal care requirements.	
GA	Bill Wilson is our current provider for personal care, we have no female members at this time who require intimate care but will need to organise this ourselves when the time comes. When needed we will be able to charge extra for this service (as is the norm) and we will be responsible for all safeguarding and risk assessing ourselves.	
GA	GA & KSa are also able to step in and work as workshop leaders to help cut costs.	
SB	The HUB Club has merit on its own and should continue even if Arcadea doesn't. There is a concern that cash may not come in and the board need to be comfortable that the running costs will always be met. It may be a solution for GA & KS to take the HUB Club forward if the board are uncomfortable taking the risks associated with continuing.	
JI	The HUB Club needs to retain its charity status to attract the grant funds that will allow us to replenish ourselves.	

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JI	We currently have a sound business plan that should be attractive to funders.	
GA	<p>Cash flow is the main issue, ways we are managing this & attempting to minimise the risks to the board by:</p> <ul style="list-style-type: none"> - Billing monthly in advance - Keeping a tight grasp on the budget - Cost cutting where possible - Good business model/plan in place <p>Also looking at forming a working relationship/consortium with Liberdade, Twisting Ducks and Choice Works. This is at the request of NCC who are working with us to help us move forward effectively together.</p>	
SB	Can we speed up the process of getting people in?	
GA	NCC are moving as quickly as they can but have encountered their own problems along the way, unfortunately we are unable to influence this.	
KS	<p>Presented Accounts looking at 4 different scenarios:</p> <ol style="list-style-type: none"> 1. 'As Is' – If no new members joint and no grant funding is secured the organisation can run until August. This would make continuing Arcadea unfeasible. 2. 'Places No Grant' – If all the people who are advised they wish to join the HUB (but have been delayed for one reason or another) do join but no grant funding is secured then the organisation can run until October. This would give us additional time to secure new members/funding as the places referred to are based on individuals identified not capacity (which is greater). 3. 'No Places Grants' – If the we secure all funding applied for but no new members then the organisation can run until January again allowing the time to attract new members 4. 'Places & Grants' – If the organisation secures both members and grants then we are fine for the remainder of the financial year. 	
JI	We need another meeting at the end of June as we will be able to see if the additional	

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	members identified are joining as predicted as well as if existing members payments are being received. Once this information is in the decision can be taken if closure is required or if sufficient money has started to come in to allow the organisation to continue.	
KS	Advised board that notice to quit MEA House must be given in June to satisfy the 6 months notice clause and enable us to vacate the premises in December.	
All	Board in agreement that notice should be given and more affordable alternative accommodation be sought.	
All	Board members in agreement that another meeting should take place at the end of June to agree the future of Arcadea and to allow for winding up in July if required.	27/06/12