**Minutes of Broomhall Centre Board meeting**

**Tuesday1st October 2019**

**Present:** Jillian (Chair), Pete (minutes), Ian, Andrew, Mavis, Maggie

**Apologies:** Jeremy

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| **Minutes 3rd September**  Agreed  **Matters Arising**  **Homework club policies –** Pete has passed papers on to Duncan including old documents from Polly.  **University contact** – Pete has written again to James Merryclough – no response yet. We may need to consider other potential contact as well.  **Treasurer –** Ian has contacted Barber, Harrison and Platt, no response. We have had one response form VAS Volunteers but not suitable.  **Ceilidh –** great success, raised over £400. Big thanks to Polly, Tony and Jillian who managed the whole thing and Pete and Ian for contributions to the raffle.  **Finance Subgroup (FSG)**  First meeting held on 16th September. Will meet every month about the same time to coincide with payroll work.  Agreed that future FSG notes to go to all board members (1st meeting notes attached).  FSG will review all spend and income at each meeting.  Agreed to consider treasurer options at our next board meeting.  **Policies**  No consideration this month.  **Funding**  **Funding Subgroup:** Has had its first meeting. Pete reported back that bids has gone in for the Conversation club and for the coding club.  Agreed that we should try for multiyear funding where we can.  Next meeting asked to consider funding for Tuesday club – for older women’s activities.  **Staff and Volunteers**  Farah and Ruth well involved with book keeping. Ruth to take on more front office functions.  **New volunteer:** Jeffery Feetham to be trained for front Office duties – signposting and guiding round the centre.  **Jack Contract**: Jillian to have annual review with him and renew contract. NOTE: Since the meeting Jack has resigned to move to a post in Nottingham from start of November.  **Building**  Kitchen work still not completed. Jack to chase.  Sport England still committed to the basketball court work but not done yet.  Blinds have been fitted  Chairs purchased.  **Activities**  **Cinema Club:** Now agreed and starting very soon.  **University Wives’ group:** started.  We now have two bookings most evenings but still have room for more daytime activities.  All new bookings have recorded risk assessments as per lettings agreement before starting.  **AGM**  Arrangements to be considered at our next meeting.  **Future Meetings**  Board meetings:   * **Tuesday 5th November at 5:30pm** (Jillian sends apologies) * **Tuesday 3rd December at 5:30pm –** with food for Board and Volunteers afterwards.   AGM:   * **Tuesday 21st January at 5.30pm** | **Action**  Pete  Funding Subgroup  Jillian  Jack |