

Minutes of Broomhall Centre Board meeting

Tuesday 4th January 2022

Meeting live at the centre

Present: Jillian (chair), Pete (minutes), Margaret, Imran, Mavis, Andrew, Amanda, Sausan, Ian

Apologies: Maggie, Duncan

Introductions

The board welcomed Sausan to her first meeting.

Each member gave a brief introduction to themselves and their hope for the centre:

- Jillian: Chair, responsible for HR, staff pay & supervision and women's health sessions.
 - Hope: To have a fund-raising project that is also fun for organisers
- Ian: Used to run Broomhall Forum, involved with St Andrews, substantial experience in charity management.
 - Hope: Expansion of activities at the centre
- Margaret: Treasurer, started last year
 - Hope: A meal together, more social contacts
- Pete: Secretary, Funding applications
 - Hope: Get HW and Coding clubs long term funding
- Andrew: Lives Hanover and involved with the Tenants & Residents Association (TARA). On the board for two years
 - Hope: Get HW and Coding clubs long term funding
- Imran: Lived in Broomhall since 1989, works for NHS, good with IT, Health and Safety. Working with Rafik to get new activities.
 - Hope: More daytime use of the centre
- Sausan: Lived here since 2019. Moved from Saudi Arabia where she was an Assistant Professor in physics.
 - Hope: to do more for the community.
- Mavis: Lives Filey Street, has been a Board member since the start of the centre in 1980.
 - Hope: to see the centre well used.
- Amanda: (Mavis's daughter) grew up using the centre. Now a primary school teacher.
 - Hope: to be involved with developments

Minutes of previous meeting 7th December 2021

Agreed.

Matters Arising (not on the agenda)

- **Regular Users:** Margaret reported her review of current rents charged below our standard rates:
Samba, Yoga and Viva Voce are all charged £16 per hour, should be £18. Habla Espanol charged £22.50 per hour, should be £25.
Agreed that Margaret should write to explain that we must increase the charges from April.

Action

Margaret

Bookings

- **Rates:** Chart included in last minutes confirmed.
- **Party Vetting system:** Jillian gave a short history of how we have got to the point where we decided to use a form and board members to vet requests for parties. The feedback so far has been useful, but improvements are needed. The following points were noted:
 - The English should be as simple as possible
 - Form should be translated into Arabic (*Noted after the meeting: need to consider translation of answers as well*)
 - Rafik to offer the option to fill in the form with a Board member
 - We should get feedback from people who have completed the form and (if possible) from people who have withdrawn their requests for bookings after seeing the form.
 - Include a question about responding to current Covid restrictions
 - Rafik to use discretion for repeat bookers and others known well to him but all other requests must be dealt with using the form.

Jillian will redraft the form and pass to the Board to consider.

- **Covid:** The Centre will always follow Covid regulations. Users will be asked to follow Government guidelines. Any cancellations required because of changes in Government regulations will be fully refunded.
- **Daytime bookings:** Currently the centre is unused at the following times: Monday PM, All day Wednesday & Thursday, Friday all day except lunch time.

Agreed we need to advertise more and emphasise our ventilation. Pete to contact Business Development agencies. Jillian to contact Health groups. All members to inform any contacts they have.

Activities and Funding

- **Homework Club:** Pete reported on the Crowd Funding initiative being taken on our behalf by Will Mason and Katie Pruszynski at the University. This is now prepared and will start almost immediately. Board members will be invited to encourage friends and users to contribute to the crowd funding initiative. Pete to do application to Church Burgesses (Education).
- **Alcohol Licence:** Formal confirmation of our licence without a Designated Premises Supervisor (DPS) has been received. This means that the Board can run a money taking bar whenever we wish to. Groups hiring the centre must continue to apply for their own licence (TEN) if they are selling alcohol.
- **Women's Health including Conversation and Zumba:** All continuing on Tuesdays and Fridays. Rosie is coordinating but her funding runs out in 2 months. Jillian has made another funding bid to Graves Trust.
- **Reaching Communities:** Initial community consultation proposals being worked up currently.
- **Possible fundraisers:** Sausan suggested she could teach Arabic. This will need some discussion about how we get the centre rent income from it. Imran suggested planning something special to celebrate the Queen's Platinum Jubilee due to be on 2nd and 3rd June this year. Agreed to include this on next month's agenda.

Jillian

Pete
Jillian
All

Pete

Pete

Sausan,
Jillian

All

Finance

- **FFG:** There has been no FFG since our last Board.
- **Budget:** Still looking good but a lot of uncertainty over party bookings.

Staff

- **Rafik:** has accepted the increased hours and pay.
- **Volunteer:** a person has said she is interested in the admin and finance volunteering needed. She will be interviewed this week.

IT

- **Website:** Jack has stated that must be separate from the Centre IT reconfiguration. Pete to prepare Website proposal for the next Board meeting.
- **Centre IT:** Imran has got a colleague who will do an audit of what we currently have and what is needed. He then knows of several companies that can be considered for making the changes. The initial view is that we should move from using a server to using the Cloud but this will be reviewed as part of the audit.

Pete

Imran

AOB

Ian alerted the Board that the Charity Commission has decided vol orgs should have some additional policies: Whistle Blowing, Employee code of conduct and Bullying. He agreed to send details to Pete. (**Post meeting note:** *We do already have policies covering all these areas*)

Agreed that Pete will review all policy documents and either make marginal changes required or, where more significant changes are to be considered, bring them back to a Board meeting.

Next meetings

The next meetings will be live at the centre at **5:30** (unless Covid rules change)

- **Tuesday 1st February 2022**
- **Tuesday 1st March 2022**
- **Tuesday 5th April 2022**

All