

Minutes of Broomhall Centre Board meeting

Tuesday 1st March 2022

Meeting live at the centre

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

Apologies: Mavis, Duncan

Minutes of 01/02/22

Agreed as correct.

Matters Arising (not on the agenda)

- **Policies:** Pete (after forgetting last time) to divide up policies between himself and Maggie for review. To come back to the board as acceptable or with proposed revisions during the year.

Action

Pete
Maggie

Building and IT

- **IT:** Imran is awaiting final details of what is needed for the centre. Jeremy advised that the HW and Coding club could work with Chrome books except for one laptop to code the robot used. Once Imran has all details, he will be able to put together a costed phased programme for the work.
- **Server Access:** Pete to talk to Jeremy about getting the master password so that new email addresses can be set up and data moved from servers to cloud.
- **Energy:** The Council is doing an energy audit. Rafik is completing a detailed questionnaire for it.
- **Decorations:** Rafik is looking to do phased redecoration of the centre. Agreed that for the main hall we would be best employing a contactor rather than doing it with volunteers. We will need some costed estimates. Jillian to ask Rafik to progress this.

Imran

Pete

Rafik

Jillian Rafik

Bookings

- **Parties and Party Vetting system:** Parties since the last meeting have been a success with only one group leaving the kitchen disorderly. The Bookings Group is working well.
- **Booking for "K"** (18 yr old birthday June). We clarified that a completed form does not mean a booking is accepted. In this case we have decided that the nature of the party means we should insist on security as a condition of accepting the booking. Amanda to talk with her after clarifying what Rafik has said to her.
- **Daytime bookings:** There have been no new takers. Pete to target charities and employment projects with another flyer.
- **Sleep Overs:** We have had a few of these. Imran raised concern that we may not be insured for them. Jillian to check our insurance/policies and with the Council.

Amanda

Pete

Jillian

Activities and Funding

- **Homework Club:** Pete reported the Crowd Funder (via Local Giving) has raised over £20,000 so far. He will now not do the Church Berger application. He will meet with Duncan and Emily and any other Board members interested to discuss how best to use this resource and to become a wider subgroup to support the club.
Pete raised the question of whether it is legitimate to use some of the funds raised to buy IT equipment/networking for the club and whether coding can be considered from the funding. Generally agreed that since all following comments

Pete
Duncan
All

have been clear that coding is a sub section of Homework (2/3rds of coders attend HW as well) this would be acceptable.

It is possible that Emily will not want to coordinate both sessions.

- **Platinum Jubilee:** Agreed we should set aside one of the Jubilee days for some kind of open day if the groups using the centre want to be part of an event. Jillian and Rafik to discuss with users.

Jillian Rafik

Finance

- **FFG minutes:** No issues. Noted the current funding activity.
- **Budget:** Unrestricted funds are healthier than they have been for some time. Our monthly income is projected to cover our basic running costs. We have some resource available for redecoration and IT improvements
- **Volunteer training:** Rosie, our Activities Facilitator is going to run a course for volunteers supporting our provided activities (Women's Health & Homework Club). Board members and paid workers are welcome. The 3-session course is being run twice:
 - **16th, 23rd, 30th March Wednesday Mornings 10 to 12**
 - **14th, 21st, 28th March Monday Evenings 7 to 9**
- **Digital Access:** Jillian has put in a bid with Hanover TARA to be able to get basic IT sessions for adults going again. Includes funding for 3 new laptops.

All
All

Staff

- **Volunteer:** We are still looking for someone suitable to support bookkeeping for about 4 hours a month.

Next meetings

There was some discussion about how to run these as some Board members are unhappy about meeting in the small room. We discussed having a stronger focus on sub-groups and less frequent Board meetings, but this was felt unnecessary at the moment. No other days when the hall is available are suitable for everyone. Agreed that we continue with **Tuesdays at 5:30** in the classroom but Pete to bring his laptop so that members can join by Zoom as well.

- **Tuesday 5th April 2022**
- **Tuesday 10th May 2022**

Pete
All
All