

North Stoneham Community Group

Trustee Meeting - 14/11/23

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ** (Chair)

Tracey Jones **TJ**

Sian Aubrey **SA**

Lois Ainger **LA**

Kathy Grubb **KG**

Matthew Nowell **MN**

Agnes Rock **AR**

Gaz Richardson **GR**

Kat Short **KS**

Alex Barrett **AB**

Apologies:

Adie Smith **AS**

Clive Dlima **CD**

The meeting opened at **13:00**.

Item 1 - Welcome

Attendees were welcomed by **SJ**.

Item 2 - Apologies

Apologies were received in advance from **AS & CD**.

Item 3 - Minutes from the last meeting

The minutes of the previous meeting in October were agreed as accurate.

Item 4 - Actions from previous meetings

Actions from meeting on 01/11/22:

AP3 - **TJ** to investigate an O365 and Antivirus licence and report back.

This action remains open.

Actions from meeting on 06/06/23

AP4 - **GR** to create an inventory of NSCG equipment.

This item remains open but is in progress.

Actions from meeting on 12/09/23

AP1 - Add Summer Trail promotion to the May 2024 agenda

This action remains open.

AP2 - **MN, SA, TJ** and **GR** to meet to discuss storage and report back.
This action was closed.

AP5 - **MN** to arrange a meeting to discuss jumble sale/uniform exchange.
This action remains open with a view to being actioned by January.

Actions from meeting on 10/10/23

AP1 - **SA** to talk to **AR** about her contacts at the Eastleigh Community Garden.
This action was closed.

AP2 - **SJ** to introduce **SA** to Cllr Wayne Irish.
This action was closed.

AP3 - **LA** to arrange a meeting to discuss the Trustee Survey results.
This action was closed.

Item 5 - Sustainable Stoneham

TJ provided an update. **AP1 - TJ to bring a proposal regarding a Repair Cafe during Q1 2024.**

Item 6 - Finance, including 2024 budget

AR provided an update. The 2024 budget remains a work in progress. **AP2 - SJ to talk to YMCA regarding Chatty Cafe funding. AP3 - GR, SJ, AR & TJ to arrange a meeting to discuss the 2024 budget.**

Item 7 - Christmas

SJ provided an update. It was confirmed that the Xmas tree was now ordered and delivery booked.

Item 8 - Jumble Sale

MN provided an update. The next jumble sale will be taking place on 21st Jan. **AP4 - MN to report back at the January meeting the number of volunteers required to run the jumble event.**

Item 9 - Community Gardening

SA provided an update. **AP5 - SA to arrange a meeting with KS to discuss a way forward regarding community gardening.**

Item 10 - Volunteering

AR & KG provided an update from the working group. **AR & KG** will act as volunteer coordinators and meet volunteers and fill in necessary paperwork. **TJ** explained that there will be a separate volunteering email address set up and a volunteering database built.

Item 11 - Survey action points

LA gave an overview of the discussion that came about from the Trustee survey. It was agreed that:

- Trustee meetings would remain 1 hour long and that the time should be used more efficiently.
- Written updates should be provided beforehand and sent out with the agenda.

- Meetings will work on a 4 week rotation; Week 1 - updates sent to secretary. Week 2 - Agenda sent out. Week 3 - Meeting takes place. Week 4 - Minutes sent out.
- Meetings will alternate between a lunch time meeting 1 month, followed by an evening meeting the next month, commencing in Jan 2024. Online meeting attendance will always be an option.
- Trustee roles need to be defined more clearly, with minimum expectations set. This will be looked at as part of the Constitution Review Working Group.
- Everyone agreed that we are in Year 1 of the current roles.
- Emails titled with Action/Advice has been seen to be very helpful.
- People should use personal WhatsApp messages to communicate with people individually, rather than using the NSCG group.
- If Trustees need some time out for whatever reason, let another Trustee know.
- Regular social events would be arranged, organised by **KG**.

AP6 - TJ to send out a poll regarding evening meeting dates/times.

AP7 - Trustees to ensure they've sent a personal bio to LA.

Item 12 - Commissions Constitution Review Working Group

GR, KS, SJ, TJ & AR agreed to be on the working group. **AP8 - SJ to arrange a Constitution Review Working Group meeting for Jan.**

Item 13 - AGM Date

The AGM was provisionally pencilled in for evening time on 20th March 2024.

Item 14 - Dates for next year

Dates were agreed for the following events in 2024:

- Easter - 30th March
- Halloween - 31st October (St Nic's taking the lead)
- Remembrance - 10th November (St Nic's taking the lead)
- Christmas Carols - 15th December
- Xmas light switch-on - 30th November of 7th December (TBC)
- Feed a family cooking sessions - 1st Sunday of each half term (next one being 11th Feb)

AP9 - Trustees to think of a potential summer event and feedback ideas during January.

Item 15 - Christmas Social

AP10 - KG and AR to provide ideas for a Christmas social and report back

Item 16 - AOB

AP11 - SA to bring a proposal to the January meeting regarding a Menopause Cafe.

There was no further business and the meeting closed at **14:11**.

Next Trustee meeting - **13:00, Tuesday 12th December 2023**

Action Points from this meeting

AP1 - **TJ** to bring a proposal regarding a Repair Cafe during Q1 2024.

AP2 - **SJ** to talk to YMCA regarding Chatty Cafe funding.

AP3 - **GR, SJ, AR & TJ** to arrange a meeting to discuss the 2024 budget.

AP4 - **MN** to report back at the January meeting the number of volunteers required to run the jumble event.

AP5 - **SA** to arrange a meeting with **KS** to discuss a way forward regarding community gardening.

AP6 - **TJ** to send out a poll regarding evening meeting dates/times.

AP7 - Trustees to ensure they've sent a personal bio to **LA**.

AP8 - **SJ** to arrange a Constitution Review Working Group meeting for Jan.

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AP10 - **KG** and **AR** to provide ideas for a Christmas social and report back.

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