

Minutes for Meeting: Board Meeting

Date: 6th March 2013

Minute Taker: Katy Saunderson

Chair: Karen Sheader

Present: Karen Sheader, George Wallace, Pauline Heath, Geof Armstrong, Katy Saunderson

Apologies: Kirsty Timming, Stuart Bracking, Helen Atkin, Janice Irving, Paula Greenwell

Who	Point Discussed/Action to be taken	When
All	Minutes of last meeting recapped and agreed by board.	
GA	<p>Matters Arising</p> <p>A long and busy period of time has passed since the last board meeting and much of the staff focus and energy has gone on the office move.</p> <p>SB make a recommendation that we look to Commercial Union House for accommodation, which we followed up and have now successfully relocated to.</p> <p>This, combined with settling and running the HUB Club, means a lot of the action points haven't happened.</p>	
All	The board understands that circumstances have meant that our energies must be focused in this way and are happy to move on to the accounts.	
KS	<p>Q3 Accounts</p> <p>Presented the board with the accounts to end Q3, we are on track with the spend against the budget and are actually under spending in some areas with no areas for concern.</p>	
All	Accounts to end Q3 agreed by board.	
GA	<p>Directors Report</p> <p>The report to be given verbally due to a technical error in retrieving the electronic</p>	

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	<p>version to print.</p> <p>Arcadea has now moved to new premises which some members have visited already. A 4 month bridge was negotiated with Joe Price while we were looking to permanent residence but the signs are now looking good to stay.</p> <p>It is felt we are having a positive impact on the building and we are mixing well with the other organisations, finding opportunities to collaborate and building relationships.</p> <p>4 Main advantages of the new premises being:</p> <ul style="list-style-type: none"> • More space to work with the group • Inclusive nature of the collaborative opportunities being found • Nice environment for the group and staff • Cost effective 	
KSh	Queried if this is a long term move.	
GA	<p>Our residence is as long term as the building which is earmarked for redevelopment, with no specific date likely to be in the near future. If we do have to go it is hoped it will be as a collective group.</p> <p>Our group now moves between floors and are currently involved in some work with Newcastle Performance Collective.</p>	
KSh	Queried if there are any safeguarding issues around that.	
GA	<p>There is no issue re physical safety aside from the usual hazard that would be present in any office block.</p> <p>We can't stop people from moving around the office if they want to, they don't at the moment but we would like to build their confidence.</p>	
KSh	Has some concerns with the risk of false allegations being made, this is something we should keep in mind to protect both the members of the HUB and other residents of the building.	
GA	<p>We can CRB our staff but we can't CRB everyone in the building.</p> <p>With that in mind we need to write something into our policies to cover that eventuality.</p>	

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KS	<p>The move went well, we are currently using the board room so may move again within the building.</p> <p>Aside from the regular work we do we have undertaken the following projects:</p> <p>Blue Card Safe Scheme The group has redesigned the card, created an animation, new information flyers have been created and it is now in distribution.</p> <p>Late Shows We are involved this year and will be doing a performance piece called the HUBcap Café. We have purchased scalextric which the group are going to build a set for and customise. The group will be playing various characters on the night in the café and on the track side. We have purchased Helmets and racing suits for people to wear and will have a podium for participants to have their photos taken. If it is a success we will look to obtain a grant to set it up for festivals and other events.</p> <p>BIHR Human Rights in the Community This project has now completed its final year.</p> <p>Eden Project The group is working with local video artists and animators to contribute a section to a film they are commissioned to produce on the hidden beauty spots in Byker. They have been animating butterflies and other magical creatures for some weeks now. Their final work will be part of a public screening and they will all receive a DVD.</p> <p>Mitochondria Exhibition As part of National Brain Week the group were invited to create a piece of art inspired by the work of the universities research department. The work is be part of a display at the Great North Museum and will be in with a chance of featuring in a calendar that is being produced.</p>	

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GA	<p>HUBble Newsletter The next issue will be ready to go into print and distribution this week.</p>	
KSh	Queried where the newsletters go.	
GA	500 are sent out into the community, the new printer purchased allows us to roll them out further due to the reduced cost in production. We have managed to get the cost down to approx. 25p per copy. We bundle them to clubs, Skills etc. It helps to maintain our profile in the community.	
PH	Could we approach the council to print and add as an insert into City Life?	
GA	<p>This is something we can look in to.</p> <p>We are starting to look at personal health budgets, potentially acting as a broker to help get more people into the building.</p> <p>We are hoping to set up another group within the building so that we can divide people up by their interests e.g. NPC for drama etc.</p> <p>It would probably be helpful to pause now for the budget before we look further ahead.</p>	
KS/GA	<p>2013/14 Budget Presented the forthcoming budget to the board.</p> <p>We have accounted for very modest growth of only 2 additional places being filled from August but aim to exceed that number.</p> <p>Most spending is based on current expenditure with the main increases being as follows:</p> <p>Katy Saunderson to be made full time from May and salary raised to £27,000. We are now in a position to take Katy off her admin salary and increase in line with her role. It is also no longer practical to undertake this increasing workload in part time hours.</p>	

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	<p>Geof Armstrong to receive a 5% pay increase. Geof has reduced his salary twice over the course of his employment and now that we are stable a 5% increase is a reasonable adjustment.</p>	
All	<p>Bill Wilson to be offered a full time contract and salary of £23,000.</p>	
All	<p>In agreement that salaries are fair and reflective of those currently offered in the voluntary sector.</p>	
KSh	<p>Have we done any external fundraising?</p>	
GA	<p>We would like some direction from the board as to what they would like us to fundraise for before we go ahead with a big application.</p>	
All	<p>All members agreed new budget.</p>	
GA	<p>Directors Report Continued Angela Jamson (NCC) & Bob Webb (SES Co-Operative) have been working with us to form a consortium with liberdade and twisting ducks. The main focus of this union to be:</p> <ul style="list-style-type: none"> • Transport • Inclusion • Support to take part. <p>Transport has become the first area to be tackled and progress is being made. The city wants an infrastructure to be set up by 2014/15 to help mobilise disabled people. This has been included in the NCC budget.</p> <p>We may be required to officially sign up to an agreement to become a partner trader with the other consortium members to provide transport.</p> <p>The consortium has been working together for 6 months now so a more formal partnership agreement is now appropriate.</p> <p>C.I.O. Status is something we have continued to look into and it may be appropriate to</p>	

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	<p>involve Bob Webb in the process. The aim is to complete by July/August which will give a suitable amount of time to agree the relevant documentation.</p> <p>New board members update: Beth has been approached and is considering the offer. Diane has agreed, she has the necessary paperwork and is waiting to be invited to the next meeting.</p> <p>KSh Lee Caukwell put forward by Karen as a potential option</p> <p>KS It may be helpful to try and seek a member from St Nicholas Hospital or similar to help build relationships with the Mental Health Community.</p> <p>Helen Atkin to meet with Katy and Geof tomorrow to discuss her position on the board.</p> <p>Future Planning PH It may be beneficial to seek a Patron for the charity?</p> <p>GA To be put on the agenda for the next meeting.</p> <p>Safe Guarding Group Needs to be established and to begin meeting, issues of members being alone in the building and their sexuality to be put on the agenda.</p> <p>Open Meeting It could be helpful to hold a meeting in the summer and invite artists and other stakeholders we have lost touch with recently to discuss future projects for Arcadea.</p> <ul style="list-style-type: none"> • Group to oversee future planning • Enable us to reconnect with wider disabled community • Help us to establish the future direction of the organisation • Ask 'What do you want us to do?' <p>KSh Suggested that could be a good time to revisit the idea of a rebrand and relaunch.</p>	

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GA	<p data-bbox="371 169 1339 204">Worth considering but perhaps too complicated at this time.</p> <p data-bbox="371 248 450 280">AOB</p> <p data-bbox="371 288 1043 320">Dilapidation Schedule received from MEA.</p> <p data-bbox="371 328 1711 400">Board to write a letter addressed to the Chair of MEA c/o Ann Wynne, outlining our concerns and aspects we feel are unreasonably priced.</p> <p data-bbox="371 443 1659 515">With no other business the meeting was concluded with the next to be held late June/early July.</p>	