

Minutes for Meeting: Board Meeting

Date: 23rd October 12

Minute Taker: Katy Saunderson (KSa)

Chair: Stuart Bracking (SB)

Present: Geof Armstrong (GA), Kirsty Trimming, Pauline Heath (PH), Carolyn Roberts (CR), George Wallace (GW), Wendy Foden (WF)

Apologies: Karen Sheader (KSh), Helen Atkin (HA), Janice Irving (JI), Paula Greenwell (PG)

Who	Point Discussed/Action to be taken	When
GA	Introduced Wendy Foden to board as she is joining the meeting as a representative of the HUB Club, which she is a member of.	
Minutes of Last Meeting & Matters Arising		
GA	Read through the minutes of the previous meeting.	
KSa	Advised that she will be representing PG who has sent in points she would like to have elaborated.	
(KSa) PG	How many members do we have and what are we charging per member?	
GA	We currently have 20 members, most of whom attend multiple days. The basic membership fee is £45 per day, this can vary depending on individual needs and 3 current members pay £55 per day. The amount we charge depends of the level of 1 to 1 assistance required. For those requiring intimate care we are adding a charge of approx. £12.80, which is broken down roughly as follows: £3 Admin/Overheads & £9.80 PA. We want to pay PA's as far above the minimum wage as possible, this could change as more government cuts are made.	
SB	Can we charge less/reduce costs when cuts hit?	

GA	<p>We are in a strong financial position and not reliant on grant aid, as we are not yet a capacity we can reduce costs as numbers grow.</p> <p>We are mid-range priced providers. £38 is the cheapest on offer which also includes transport – we don't know how they manage to provide this service at that price.</p> <p>The city wants lots of small providers so that the impact in minimal should a service fail compared to if it was a larger organisation.</p>	
GA	Read on through minutes.	
KT	Agrees that those with mild learning difficulties are forgotten and anti social behaviour is a problem as a result.	
GA	<p>In agreement and in future would like to look at ways the HUB can provide support in ways similar to that of the Splinter Group. Can revisit this when looking at Planning Ahead Subgroup.</p> <p>Read on through minutes.</p>	
(KSa) PG	Where are the accounts? GA Salary? Or development.	
KSa	Unsure what is meant by the second part of the query but will send a copy of the Cash Flow to Paula with other documents.	w/c 29/10/12
GA	Read on through minutes.	
(KSa) PG	Explain? (Regarding Martine Dellard).	
GA	<p>Will contact PG to explain.</p> <p>Read on through minutes.</p>	w/c 29/10/12
(KSa) PG	Large venue?	
GA	Larger venue to be addressed later in agenda.	

	Read on through minutes.	
KSa	As the HUB is still emerging and in development the University of Sunderland project will be revisited at some point in the future.	Unknown
(KSa) PG	(North Rock Bid) Explain.	
GA	The Northern Rock (NR) bid has not been submitted as the HUB has taken all recent time and energy.	
SB	This is reasonable given the pace of the HUB development.	
GA	Given that we are looking to move premises it is more sensible to focus on finding the space and then when it is in place we will be able to see what it is that we need funds for.	
SB	Joe Price (VANE) has a huge venue on Pilgrim Street, worth looking into as it is a new venture. Long tern they are looking to knock down the building but this is unlikely to happen anytime soon due to the financial climate.	
GA	The costs of moving are such that we need 3 or 4 years in the venue.	
GW/KT	Agree this is the right approach.	
GA	Parking & space for taxi drop off/collection needs to be taken into account.	
Wendy	Left meeting to have lunch.	
GA	Read on through minutes.	
(KSa) PG	(Funder investing in shares) Explain.	
GA	The return on shares will be results rather than profit. At some point an investor may ask for their money back if it was given for shares. This does not seem to be a good option for	

	the organisation at this time and can be revisited at a later date.	
SB	This model works (HUB) NR could invest in repeating this model elsewhere due to the potential for rapid growth. Need to look at the skills needed in committee to manage that. Read on through minutes.	
(KSa) PG	(Board input on moving forward) Dust Settle?	
KSa/GA	Believe this is PG agreeing that we need to allow the organisation to settle after rapid growth.	
GA	Read on through minutes.	
(KSa) PG	(Gaps in market) Explain.	
GA	Newcastle Gateshead Arts Studio, Charles Street Community Centre, Byker Community Centre & Riverside Community Health Project and Welford Centre are venues that we used for the Summer Season. This is on the back burner at the moment and will be revisited later in the meeting. Read on through minutes.	
(KSa) PG	(Looking at tax & Ltd Co options) When are we going to make some money?	
SB	If income is under £50k we may be eligible for no VAT.	
KSa	Will look up.	
GA	We would exceed that threshold which would affect prices.	
SB	Need to take this into consideration when planning for growth.	
GA	We have to take care that nothing is overlooked during this period of rapid growth.	

	<p>We have a model for changing business status which was created for NDAF and provides a good starting point. We need to be sure we providing the board with the greatest level of protection possible.</p> <p>Read on through minutes.</p>	
KSa	<p>Had a recent meeting with Volunteer Centre Newcastle and was provided with a good amount of documentation and support in putting policies and contracts in place for volunteers.</p>	
GA	<p>Read on through minutes.</p> <p>HA has put forward a name for a potential new board member, GA to contact.</p> <p>HUB Summer Season was a success.</p>	
(KSa) PG	<p>(Ticket Scheme) For what?</p>	
KSa	<p>The Ticket Scheme is for learning disabled people living in the city and provides proof of eligibility to relevant offers and discounts without the need to answer invasive questions or carry sensitive documents. It offers a level of protection to venues from fraud and raises the profile of the HUB in the city.</p>	
GA	<p>Read on through minutes.</p> <p>3 alternative office spaces have been offered to date, none are suitable either due to accessibility or location. There are more venues but we are still looking to date.</p>	
PH	<p>Old Newcastle rent office is free and has been standing empty for some time.</p>	
KSa	<p>We need to avoid moving to a location that changes the perception of the organisation from a regional organisation to a community group.</p>	
All	<p>Members happy that there are no other matters arising from the minutes.</p>	

	<p>Accounts & Finance</p>	
KSa	Presented 2011/12 End of Year Accounts along with 2012/13 Quarter 2 Accounts.	
All	Happy with figures.	
PH	Passed GA 2 names for potential grants.	
	<p>Directors Report</p>	
	<p><i>Leaving & Moving</i></p>	
GA	<p>We are currently operating at approx. 80% capacity and are also in the early stages of establishing a sister Youth Group (Fridays). 12 people, plus support, plus staff is too cramped – we need more space. Spaces offered to date inaccessible or poor location. We need to be near a community of some sort to be inclusive.</p>	
KSa	<p>Date to vacate the office is 27/12/12, otherwise we are looking at a formal contract extension. Our office has been ear-marked for use as a hot desking station so we need to give MEA notice if we wish to stay.</p>	
GA	We should give ourselves a deadline of 2 weeks to find another venue and if none found extend our current agreement at MEA.	
All	In agreement.	
KSa	<p>Met with Ann Wynn (MEA Trust) and discussed options to stay. MEA have expressed a willingness to accommodate those wishing to stay wherever possible and Arcadea encouraged to bring any potential solutions to Ann. Although rents can not be reduced incentives such a 6 months rent free and more flexible break clauses are possible. One room was visited which would provide a more suitable space than the current office but would offer no room to grow. Staying at MEA would also significantly impact on the cash flow forecast for 2013/14.</p>	

GA	Dilapidations to MEA stand at £3,883.00 and some of the items seem unreasonable. Arcadea will need the boards full support to aid with the move due to the time constraints.	
SB	We need to keep looking.	
CR	Should consider moving to a community centre short term.	
GA	Will continue with current search and bring any options/issues to the board as they arise.	
GA	<p>The HUB</p> <p>48 places filled of 60 with new arrivals all the time.</p> <p>There are completely new areas we are working in i.e. care plans, lifestyle choices etc. and across an ever increasing range of needs, ages and interests.</p> <p>We try not to turn anyone away but in some instances have to charge extra where 1 to 1 support is required (unless own can be provided).</p> <p>We have artists working with groups 4 half days a week.</p> <p>A Youth Group is now emerging due to demand for age appropriate activity/peer group. We currently receive at least one telephone enquiry a week expressing an interest and we are growing rapidly.</p> <p>The only barrier to inclusion we place is the members behaviour, if it not appropriate and steps are not taken to improve it then the member may be asked to leave or may only be allowed to remain with 1 to 1 support.</p> <p>We have had 1 safeguarding issue concerning one members behaviour towards another on the journey home from the HUB. This was raised with the city and our policies and procedures fitted in with the city. The situation has been risk assessed and our practices have been adjusted to lower the risk around the individual in question in order to lower the risk level. Independent advice and feedback of our handling of the incident was sought and came back positive.</p>	

	<p>We have had 2 minor accidents concerning members, which have been logged in the accident book.</p>	
SB	<p>Should we seek CRB check for board members as they do occasionally spend time in the office where members are present.</p>	
GA	<p>Board members will never be alone with members so not necessary at this time. All staff, artists and volunteers are CRB checked and nobody without a check will be left alone with HUB members.</p>	
SB	<p>Council provide safeguarding training for free. We should look at this for our staff.</p>	
KSa	<p>Artists and volunteers should also be trained. KSa to look into this.</p>	
SB	<p>We need to set up a Safeguarding Sub-Group, who should be on it?</p>	
GA	<p>Will put a date out and invite members.</p>	
GA	<p>BIHR This is the final year of the pilot. This year we have created bunting and are currently working with SYMO to create a music video which will possibly lead to a film (pending a successful funding bid).</p>	
KSa	<p>BIHR have also offered funding for a screening/event that's= could tie in with our Christmas party should we choose.</p>	
GA	<p>Christmas Ball/Consortium Angela Jamson and Jamie Feather (Newcastle City Council – NCC) introduced us to Bob Webb who is working with us to form a consortium with Choice Works, Liberdade, Twisting Ducks and the HUB. The aim is to address NCC pulling out of social care and we have met on four occasions to date.</p> <p>The 3 main barriers we have identified are Support, Space and Transport.</p>	

	<p>Transport has moved to the top of our agenda as the cost to the individual can be as much as £23 per day. The HUB shares taxis between members wherever possible. The expense of using taxis is seen as a problem by NCC and so we are working with a transport planner to address their concerns. £5.30 is the daily average cost per person which is very reasonable so we will ask the city to reconsider. We are using a very economically efficient model that could be replicated by other groups.</p>	
PH	<p>Disability North could be invited to join.</p>	
GA	<p>Will look into this.</p>	
	<p>We are going to have a joint Christmas Ball with the other Consortium groups, that is just for our members.</p>	
GA	<p><i>Ticket Scheme</i> The old system of verifying eligibility for discounts was not dignified and venues were growing increasingly concerned about abuse and fraud, which was costly to their business. Currently funded by NCC we intervened but need to cost the impact of going regional as well as inclusive of all disabilities.</p>	
GA	<p><i>Blue Card</i> We were asked by NCC to take on this project and the people currently working on it to move it forward. The Blue card is an emergency card to be used when a learning disabled individual is lost or in distress of some sort. The card has an emergency contact number on it and simple instructions allowing a member of the public to make a simple phone call to help the individual.</p> <p>There is not much awareness of the scheme so we are trying to overcome that.</p> <p>We have made the project creative through the use of radio play, animation and the redesigning of the card by HUB members.</p>	
PH	<p>We could create an advert to raise public awareness which could be shown at venue like the Tyneside Cinema.</p>	

GA	Perhaps a video.	
SB	There are lots of fundraising opportunities around this.	
GA	<p>Safe Spaces is a related project which is also struggling at the moment. It is scheme where people in distress can go to a designated area e.g. back room in Fenwicks and calm down/seek help. It currently exists for children and young people so we could perhaps look to join with that. Alison Forsyth had been in touch and asked us to look at hospital passports and possible ways to promote that within this project.</p> <p>An information leaflet has been created by KSa using the HUB members artwork which is now out for consultation, we are awaiting feedback before we roll this out.</p>	
SB	Pleased that projects discussed in past meetings are now taking form.	
KSa	<p>Website</p> <p>We have been experiencing some difficulties in getting the HUB website completed and handed over by Fabric IT but this looks to have been resolved this week and we are hoping to move forward.</p>	
GA	<p>Silvie Fisch is to take over the administration of the HUB site and will be responsible for updating the details and creating the newsletter once it is in place and handed over.</p> <p>Part of the commission by the city was the need for a 'Whats On' newsletter to be created and distributed. We are positioned well to attract sponsors/advertisers which Silvie will explore. The last print version was popular when it went out.</p> <p>Ltd Company Status</p>	November 2012
GA	This is not a complicated process but as discussed earlier we need to double check the VAT implications.	
SB	CVS may have info.	
GA	We need to keep our charitable status, confident there is a way to do this and limit the	

	liability of the board.	
All	In agreement that we should press ahead with this.	
	Planning Ahead Subgroup	
SB	The Ltd Co work should be taken on by this group.	
GA	Will draft some papers and distribute to board.	Before next meeting
	HUB is steaming ahead, needs to be as self led as possible as it is important we continue to promote choice. We need to be realistic in what we can achieve. The aim is to use the arts to create positive change for disabled people.	
SB	5 people should join and envisaged that 2 freeform meetings are required.	November 2012
GA	The vision of the organisation needs to be revisited. It is important that Arcadea does not become the HUB but rather that the HUB becomes Arcadea.	
KSa	Will give members some time to digest this information and send out an email asking for expressions of interest.	Next Week
CR	Is potentially interested in joining dependant on the time commitment required.	
SB	We need to seek out new board members who have expertise in new areas we are moving into.	
All	Discussed what areas we need to cover. Agreed upon Health & Social Care, Young Learning Disabled People, Mental Health. To email suggestions to GA.	
GA	Criteria as follows: <ul style="list-style-type: none"> - Disabled - Business acumen - Marketing - Mainstream artists/arts organisations 	

<p>SB</p>	<p>- Social care</p> <p>We should explore our council contacts.</p> <p>This needs to become a nitty gritty sub council that can take the general purposes (management issues) out of these meetings.</p> <p>Safeguarding Subgroup Discussed in The HUB section of directors verbal report.</p> <p>Fundraising Discussed in Meeting Minutes/Matters Arising</p> <p>AOB</p>	
<p>GA</p>	<p>We have become entangled in a situation with a community centre where they are asking to see documentation including a copy of our HUB member contract.</p>	
<p>All</p>	<p>This is sensitive business information and should not be sent, nor should anything else that is private and confidential.</p>	
<p>KSa</p>	<p>Has drafted an email response to the centre for approval by GA before sending.</p>	<p>Next Week</p>
<p>GA</p>	<p>A list of expectations/behaviours has been created with the group & gone through with individuals.</p> <p>NGAS assess individuals rather than activities & do so without outside influence.</p> <p>This seems to be a sensible approach we have adopted. An element of risk needs to exist so that members can develop on a personal level.</p>	
<p>All</p>	<p>Current risk assessment practices are correct, we can't risk assess everything.</p>	
<p>SB</p>	<p>We need a positive risk taking approach where we manage the risk rather than eliminate it. This can be further explored by the Sub Group</p>	