

Minutes of a meeting of the board of trustees of Community Base held on 10th September 2009

Present: Sylvia Alexander-Vine (chair), Sarah Bourne, Bob Cristofoli, Ros Cook, Paul Evans, Jane Frost and Lucy Stone

In attendance: Colin Chalmers (director and minutes) and Annette Moss (building manager)

1 Apologies

Apologies were received from Adrian Davies and Deborah Sprackling (receptionist/administrator).

2 Minutes of July board meeting

The board approved the minutes of the board meeting held on 9th July 2009.

3 Matters arising from July board meeting

- a. Colin reported that Community Base had now been reinstated onto the Brighton and Hove ChangeUp Consortium project manager's email circulation list.
- b. Colin reported on a discussion with the board's legal adviser Colin Wibley concerning the signing of licence agreements.

4 July and August 2009 participant group meetings

The board noted notes of the July and August 2009 participant group meetings.

5 Correspondence

The board noted an email from Larissa Steer, a consultant employed by Brighton and Hove Community and Voluntary Sector Forum (CVSF) to organise CVSF's move to new accommodation on 30th November 2009, requesting that CVSF be allowed to stay at Community Base until an unspecified date beyond November 2009. The board rejected the request on the grounds that the space currently licenced to CVSF has been licenced to Mencap from 1st December 2009.

6 Health and safety

- a. The board amended the policy on pandemics in light of the current situation with swine flu.
- b. Annette reported that she had organised fire safety training for people working at Community Base on 25th September 2009.

7 Our carbon footprint

- a. The board asked Colin to review our electricity supplier on the basis that we continue to be supplied from entirely renewable sources.
- b. The board agreed that Community Base join the 10:10 campaign.

8 Finance

- a. The board noted a balance sheet at 31st August 2009 and an actual against budget comparison for April to August 2009.
- b. Colin reported that he had expressed an interest in a Communitybuilders capital grant or loan towards financing the installation of new windows.

9 Franking machine

Colin reported that a new franking machine had been bought.

10 New windows

Colin reported that Annette and he continued to have discussions with the architect David Saxby and other professionals about our new windows.

11 Volunteering strategy for Brighton and Hove

- a. Colin reported that he had sent the board's response to the draft volunteering strategy for Brighton and Hove to the Volunteer Centre Brighton and Hove, other local volunteering brokerage services, all Brighton and Hove councillors and a number of local email groups.
- b. Sarah reported that she had been sent a copy of a "final draft" of the volunteering strategy in her capacity as coordinator of Brighton and Hove Volunteers.
- c. Colin reported that Community Base had not been sent a copy of this "final draft".

12 Mick Barry

The board agreed to appoint Mick Barry a Community Base trustee.

At this point Paul Evans left the meeting.

13 2009 annual general meeting

- a. The board approved a draft statement of core values based on our development plan, policies and practices.
- b. The board asked Colin to table this draft statement of core values at the 2009 annual general meeting for consideration by the membership with a view to making agreement with this statement of core values, and agreement to act as a member in the interest of Community Base, a condition of membership of Community Base.
- c. The board agreed to review the draft statement of core values in the light of members' views at its November meeting.
- d. In light of previous discussions and the consultation at the July participant group meeting the board agreed to hold our 2009 annual general meeting at 5.30pm on 15th October 2009.
- e. The board noted that at the 2008 annual general meeting one individual had represented a number of member organisations. The board agreed to propose a special resolution to the 2009 annual general meeting stating "*This meeting agrees to add to article 7 of the articles of association the wording "provided that no individual other than the chairperson may represent more than one member organisation at a general meeting."*
- f. The board agreed to recommend to the 2009 annual general meeting that Paul Evans, Jane Frost, Lucy Stone and Mick Barry be reappointed as trustees and noted that all other trustees remain trustees.

14 Smoking at Community Base

- a. The board considered the views of people working at Community Base and groups hiring our conference room on smoking at Community Base.
- b. The board agreed to no longer allow smoking on the north fourth floor balcony; to allow smoking on the north fifth floor balcony; to only allow groups hiring South Wing meeting rooms at the time to smoke on the south fifth floor balcony; to no longer allow people to smoke in or by entrances on Queens Road while allowing people to smoke elsewhere on the Queens Road pavement belonging to Community Base; to encourage people to use the bins on Queens Road to dispose of cigarettes.
- c. The board asked Colin to thank people for taking part in the consultation on this matter and let people know of the board's decision.
- d. The board agreed to review the situation at its next meeting.

At this point Lucy Stone left the meeting.

15 Space becoming available in December 2009

- a. Sylvia declared an interest as a trustee of two organisations with an interest in this matter, was invited to remain and did not comment or vote on the matter.
- b. The board agreed to licence the space currently licenced to Brighton and Hove Volunteers to Sussex Interpreting Services from 1st December 2009 in addition to the space currently licenced to SIS.
- c. The board agreed to licence the space currently licenced to Cruse to Rhythmix from 1st December 2009.