

## Minutes of a meeting of the board of trustees of Community Base held on 26th March 2009

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

**In attendance:** Colin Chalmers (director and minutes), Annette Moss (building manager) and Deborah Sprackling (receptionist/administrator)

### **1 Apologies**

Apologies were received from Ros Cook and Adrian Davies.

### **2 Minutes of January board meeting**

The board approved the minutes of the board meetings held on 29th January 2009.

### **3 Matters arising from January board meeting**

The board noted email correspondence with Sally Hiscock of Brighton and Hove Community and Voluntary Sector Forum following the January board meeting.

### **4 January, February and March 2009 participant group meetings**

The board noted notes of the January, February and March 2009 participant group meetings.

### **5 Health and safety**

Annette reported that there was no hot water in parts of the building and she was looking into this urgently.

### **6 Our carbon footprint**

- a. The board noted an environmental review from Janette Ackroyd of BETRE.
- b. The board noted a report on good environmental practice from Karen Gardham of Green Minded.
- c. The board noted a report on possible environmental improvements to our building from Peter Allen of the Ethical Property Company.
- d. The board asked Colin to prepare a Green Action Plan for improving our building's insulation and reducing our carbon footprint over the next five years on the basis of the advice contained in these reports, the recommendations contained in the advisory reports attached to our energy performance certificate and display energy certificate and further consultations with professionals.

### **7 Finance**

- a. The board noted a balance sheet at 28th February 2009 and an actual against budget comparison for April 2008 to February 2009.
- b. The board noted changes to the signatories on our CAFBank accounts.

### **8 Wastetech**

The board noted legal advice from Colin Wibley concerning our contract with Wastetech.

### **9 Our core services and maintenance log**

- a. Colin reported that he had identified 21 core services that we provide and replaced our communication book with a maintenance log that will record problems reported to us in these areas.
- b. Colin reported that he was working with Annette on defining acceptable levels of service in these areas.

### **10 Our photocopier**

The board noted that we had a new photocopier that was much faster than the old one and very popular.

### **11 Coffee room**

- a. The board noted that the refurbished coffee room was proving very popular and had been made a meeting free zone to allow people to relax there.
- b. The board noted that participant group meetings were now being held in South Wing three.
- c. Colin reported that he had offered the carers' coffee morning group that currently meets in the coffee room advice about alternative meeting places and sources of funding with a view to helping them find a new meeting place by the end of March.

### **12 Community Base address**

- a. Colin reported on correspondence with BHT about a BHT poster giving the address of the BHT Advice Centre without mentioning Community Base. The board recorded its thanks to John Holmstrom of BHT for helping sort this matter so quickly.

- b. The board asked Colin to ensure that participant groups use the correct address and the inside Community Base logo in their publicity and correspondence.
- c. The board asked Colin to confirm to Brighton and Hove Community and Voluntary Sector Forum that Community Base's address and contact information in its directory of local community and voluntary organisations was correct.

### **13 New community buildings**

- a. The board noted the One Brighton Centre planned to be open later in 2009.
- b. The board noted an email sent to the CVSF mailing list from Jan Arram of Impetus asking voluntary and community organisations seeking accommodation in central Brighton and Hove to contact her.

### **14 Working lunch**

Colin reported that our March working lunch on reducing your organisation's environmental impact with Karen Gardham had been a success.

### **15 Our website and confidentiality**

- a. The board noted correspondence with a winner of one of our essay competition concerning the use of individuals' names and photos on our website.
- b. The board noted the changes Colin had made to our website as a result.

### **16 Draft minutes of 2008 annual general meeting**

- a. The board noted draft minutes of the 2008 annual general meeting
- b. The board agreed that the draft minutes should be circulated to members along with notice of the 2009 annual general meeting.

### **17 Membership**

The board noted further advice from the Charity Commission concerning membership.

### **18 Email correspondence with Naima Nouidjem of Mosaic**

- a. The board noted email correspondence between the Community Base director and Naima Nouidjem of Mosaic concerning a visit from community activists from Africa to Community Base. The board expressed regret that Naima Nouidjem had turned down an offer from the Community Base director to meet these visitors and tell them about Community Base.
- b. The board noted a further email from Naima Nouidjem to the Community Base email group making a personal attack on the Community Base director. The board supported the director's response to the email.

### **19 Brighton and Hove ChangeUp Consortium**

- a. The board noted with regret the decision by Brighton and Hove ChangeUp Consortium (BHCUC), a cross-sector partnership established with the aim of supporting local community and voluntary groups, not to support Community Base's bid to Capacitybuilders for £80,000 towards new windows.
- b. The board noted the contrast between BHCUC's refusal to support Community Base's bid for new windows and the support for the bid from 19 grassroots community groups and charities at Community Base.
- c. The board noted an email from the chair of BHCUC circulated on the SCIP email group accusing the Community Base director of 'proliferating misinformation' and stating that Community Base is a member of BHCUC, and therefore subject to its 'collective view'. The board noted that neither of these statements were true and that BHCUC had refused to retract or substantiate them when asked to do so by the Community Base director.
- d. The board agreed that BHCUC appears to be out of touch with the needs of local grassroots community and voluntary groups and behaving in a way that is unacceptable by any reasonable standards of inter-agency cooperation.
- e. The board reaffirmed Community Base's longstanding practice of cooperating with other organisations in pursuit of its charitable objects on the basis of honesty and mutual respect.

### **20 Development plan 2009-14**

- a. The board approved a development plan for 2009-2014.
- b. The board agreed to amend its assessment of risks to development for 2009-2014 in line with that contained in the 2009-2014 development plan.