

## **Community Base participant group meeting 16th April 2009**

The meeting was attended by Colin (Community Base director), Annette (Community Base building manager), Jane (Assert and Community Base trustee) and Vikki (Sussex Interpreting Services)

### **1 Our address**

Colin said that while most groups used the right address for Community Base on their websites, publications and email footers, sometimes Community Base or the name of the group was missed out from the address causing confusion for post and visitors. This was being looked into with a view to ensuring everyone uses the right address.

### **2 New windows, insulation and energy efficiency**

Colin said that we were still waiting to hear about our bid to Capacitybuilders for funding for new windows. Colin said the board had received a report suggesting that we should improve our outside walls at the same time as we put in new windows to get the best results for insulation. He was going to be looking at this with an architect and others and come up with options. Colin said he and Annette were looking at other ways of saving energy including a machine that instantly reduces electricity use.

### **3 Post franking**

Annette said the new table and post sack holders had been put in in the post franking area and other improvements would be made shortly.

### **4 Development plan and newsletter**

Colin said the development plan for 2009-14 and the spring 2009 edition of Community Base news would be published shortly.

### **5 Conference room**

Jane asked if we needed more partition screens in the conference room. Annette said there was always a balance between having what you needed and having too much clutter and having three allowed some partitioning without too much clutter. Everyone agreed that putting blutac on partition screens was well out of order. Annette said she would look into putting wheels on the partitions to make them easier to move, but couldn't promise anything..