

January 20th 2019

Present

Flora Gordon, Tue Sando, Jason Bitmead, Sue Amos, Sophie Horsley, Amy Higgitt, Daniel Priddle, Steve Amos, Jack Narbed, Rix Pyke, Louise Roberts, Joy Campbell, Sam Hills, Sophie Horsley, Sarah Bates,

Apologies

Kat Joyce

	Item	Decision / completed	Action / to do	By whom
1	Site management	Need to ensure we know what to do and develop a programme that other groups (eg sundays) can tap into.	Sub group site management. <ul style="list-style-type: none"> <li>Agree ongoing list of key tasks / repairs /builds/ garden work etc.</li> <li>Liaise with other site groups to collect info.</li> </ul>	Jack, Jason, Sue
		Loo swap over	<ul style="list-style-type: none"> <li>Need to alternate chamber on compost loo as full.</li> <li>Instructions in site folder in blue basket.</li> </ul>	Daniel Jack Jason Tue
		<u>Keyholders</u> - need to recruit more. Agreed everyone present / involved in running stuff on site could cover one session. <ul style="list-style-type: none"> <li>How do we recruit more people? Call out on mailing list may not be best way - local networks / volunteer sites eg do-it possibles.</li> <li>Interim measure to use people already involved and open alternate days from mid feb.</li> </ul>	<ul style="list-style-type: none"> <li>Organise/oversee rotas and induction</li> <li>Liaise with site group for task updates.</li> <li>Prep 'family crate' of activities.</li> </ul>	Jack Sophie  Sam
		<u>Skilled support</u> <ul style="list-style-type: none"> <li>Long term aim to get skilled paid help to lead sessions supported by keyholders.</li> </ul>	<ul style="list-style-type: none"> <li>Need role description. Set up shared doc to collate skills needed - can everyone feed into it.</li> </ul>	Sue

		<ul style="list-style-type: none"> <li>• Role possibly combines site management / community gardening skills to comprehensively lead range of key tasks.</li> </ul>		
2	New proposals	<u>Tool Library</u> - proposed to host / pilot an independently run membership tool library on site. Will open on sundays to align with our opening times.	<ul style="list-style-type: none"> <li>• Next steps to agree space for lock up.</li> <li>• Unanimously agreed to proceed.</li> </ul>	Jack
		<u>Healing Yurt / permaculture development</u> - run crowdfunding campaign via us and redevelop far corner of garden on mound with screening /planting / deck and yurt for healing therapies.	<ul style="list-style-type: none"> <li>• Unanimously agreed to proceed.</li> <li>• Next steps set up crowdfunding campaign</li> </ul>	Rix / Julia
3	Communications	<p>Advised we need;</p> <ul style="list-style-type: none"> <li>• Better structure to discern what is going on at garden and share info.</li> <li>• Need pictures of all sorts of things - capture interesting content.</li> <li>• Comms calendar - use existing google calendar.</li> </ul> <p>Mailchimp - monthly update</p>	<ul style="list-style-type: none"> <li>• Add all to whatsapp site so all can be shared with Sarah.</li> <li>• Send out email reminder at beginning of month to gather all upcoming events / dates / happenings public or private.</li> </ul>	Sue  Sarah  Sarah
4	Events	Jan event - stories by bonfire	<ul style="list-style-type: none"> <li>• Callout for volunteers</li> <li>• Float needed</li> </ul>	Flora Sue
		Campfire Club	<ul style="list-style-type: none"> <li>• Have agreed to run further sessions this year tbc</li> </ul>	Flora
5	Courses	<p>Proposed so far;</p> <ul style="list-style-type: none"> <li>• Beekeeping for beginners</li> <li>• Permaculture</li> <li>• Chicken husbandry</li> <li>• Bike workshop</li> </ul> <p>Use existing eventbrite account for bookings.</p>	<ul style="list-style-type: none"> <li>• Collate info and other ideas from all to develop programme we can promote.</li> <li>• Share log ins</li> </ul>	Sophie  Sue
		Course pricing.	<ul style="list-style-type: none"> <li>• Need to agree percentage of fee that would go to garden.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Volunteer led course - max fee £20 / concession £5.</li> <li>• Also offer on case by case basis if low fee is barrier (pay what you can)</li> <li>• Course led by someone charging fees - max fee £25 / concession £10. They take out their fee, rest goes to garden.</li> <li>• Proposal of course to be shared prior to promoting.</li> <li>• Percentage of all course fees to feed back to garden to help cover core costs eg insurance etc.</li> <li>• Feedback form essential on all courses. Data to be added to googleforms after (part of package of running a course)</li> </ul>	<ul style="list-style-type: none"> <li>• Simple A4 sheet setting this all out to be drawn up inc terms and conditions</li> <li>• Proposal form. Sue to share Capital Growth form with Sophie to draft ours.</li> </ul>	Sophie
6	Charity stuff	<p>Next steps;</p> <ul style="list-style-type: none"> <li>• EGM to propose change on sunday 10th feb at 1pm. Aim to finalise by midsummer 'launch'.</li> <li>• Need to start recruitment of 3-4 external people with relevant skills. Key skills and broader wishlist identified.</li> <li>• Set up doc and share</li> </ul>	<ul style="list-style-type: none"> <li>• Need to promote via media/mailchimp date and get people along.</li> <li>• Recruitment - start work on recruitment doc. Aim for informal doc that emphasises skills / experience over responsibilities.</li> <li>• Sue to share info we already have with Tue/ Amy</li> </ul>	Sue / Amy /Tue  Amy
		<p>Key skills needed;</p> <ul style="list-style-type: none"> <li>• Fundraising / business planning</li> <li>• Governance</li> <li>• Project management</li> <li>• Good local networks</li> <li>• Volunteer management (inc policies etc)</li> </ul>	<p>Identify where to recruit ie</p> <ul style="list-style-type: none"> <li>• Mailout</li> <li>• Known associates / colleagues etc</li> <li>• Trustee recruitment websites</li> <li>• Local networks</li> </ul>	
7	AOB	<p>Permaculture group keen to propagate plants and sell</p> <p>Fundraising - what we will raise funds for this year.</p>	<ul style="list-style-type: none"> <li>• Need budget to undertake work in forest garden</li> <li>• Create shared doc for groups to add their cost forecasts so we can plan across project.</li> </ul>	Sophie Sue

	Next meeting sunday 10th Feb 1pm			
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