

## MINUTES OF THE HAVA MEETING

Held on 11<sup>th</sup> January 2017 at 18:00 – 20.10

Attendees	Present	Apologies	Absent
Calei Smith ( Chair)	x		
Jude Smith	x		
Deborah Howarth	x		
Dominik Klinikowski	x		
Christine Underwood	x		
Maureen Lindsay	x		
Leon Corbett (LTO)	x		
Lucinda Yeadon		x	
Trevor Underwood			x
Christine Green	x		
Kizzy Sheehan	x		
Tim Clarke	x		
Sarah Horsley	x		
Steve Skinner		x	
Stuart Byrne			
Alex (finance)		x	

### Item No

### ACTION

1. Apologies received from Lucinda, Steve and Alex.

Calei opened the meeting with an explanation of how she wants the minutes and procedures to be carried out to ensure continuity and clarity, she will arrange a meeting with herself, the Vice -chairs and Deborah to discuss this.

Everyone then introduced themselves briefly to the new Board member Sarah.

The Minutes from the December meeting were agreed with addition of a full stop after Sarah in the apologies and a layout change.

2. Matters arising – Alex is awaiting an invoice from Groundwork with regards to the survey. An email has been sent to them requesting an update.
3. Maureen explained that after the last meeting she had tried to contact Alex to discuss the SLA but he was on vacation so she spoke to Leon instead. She requested that all documents produced in future have a date on to clarify things. The SLA agreement was then discussed and a few amendments were made. We were advised that the tendering

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process for the LTO would be from the 1<sup>st</sup> of July 2017 not 1<sup>st</sup> April.

**Action. Leon to find out when the last SLA was signed and for what period of time, and to draft up agreements needed to cover any gaps for the Board to discuss at the next Board meeting. Deborah to amend the current SLA as discussed and email to Leon.**

4. Steve Skinner is wanting to do a workshop on how to make a plan. This will be held on Tuesday 17<sup>th</sup> January at 6pm until 8pm.

**Action Calei to advise on venue.**

5. Steve would also like to hold an away day to discuss action groups. Action groups should be meeting regularly and it would be good if we could encourage non-board members to join these.

**Action. Leon to co-ordinate the action groups and structure any documentation required. Deborah to email all Board members requesting dates free for away day.**

6. All minutes are now on the website for all to see and as minutes from the action groups will be presented at the Board meeting there will be no need to produce these separately. Finance details will be added when received. Should any other request for information be received by anyone, these should be sent on to Calei.

Duncan is willing to run a half day training course on the website date and time to be arranged.

**Action Alex to produce information and charts to go on website.**

7. A draft copy of the newsletter was given out to everyone for feedback and amendments.

**Action. All Board members to send in amendments, new articles etc**

8. Rachael Rooney from the Big Lottery has offered to come to the **next Board meeting which will be held on 21<sup>st</sup> Feb 2017 at 6pm**

9. There followed a brief discussion on a grant application that had been

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received and this was declined.

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**ACTION**

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