

MINUTES OF THE HAVA MEETING

Held on 20th March 2017 at 18:00 – 19.45

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

Item No

1. A few Board members were missing but due to the deadline for the plan being so close it was decided to continue. Any decisions would need to be emailed to the missing Board members for ratification.

The previous minutes were approved.

With regards to the HAVA plan, it was agreed that Steve, Leon and Alex meet to prepare a draft plan to bring to the next Board meeting for approval. The plan will be emailed to the Board when formulated so they have time to look at it before the meeting.

**Action. Meeting to be arrange for preparation of the plan.
Steve, Leon and Alex**

Concern was expressed that the Chair was extremely busy.

Action Jude to contact to see if any help can be given to lighten the load

The Newsletters have now been received and once a Board Nomination form has been put into each one they will be ready for distribution.

Action Deborah to print off nomination forms and insert into newsletter

The Grant Application Guidelines need to be amended to state that if no reply from the “applicant” within a month then the application will be cancelled.

Action Deborah to amend

ACTION

Item No**ACTION**

The Conservative Club is the venue for the Forum/AGM and each sub-group will have a display board Rachael Powney from the Big Local is to be invited. Board members will also need to be available to meet and greet visitors and answer any questions.

Action Leon to order the Boards and each sub-group to produce a display. Steve to invite Rachael.

A Grant maybe available for Leeds City Council towards plants for the area.

Action Deborah to complete Grant application

Funding may be available in the future to help Volunteers into work and Leon will keep the Board updated when it is announced. He also suggested The Challenge maybe worth contacting.

Action Leon to contact the Challenge

A date for the Fun day was suggested as 1st July. If this is not convenient for everyone the previous Saturday (24th June) was the fall back date

Action Deborah to email all the Board with the date and start planning

Steve then gave out the Big Local Spring events leaflet and the meeting closed at 7.45.

Date of next meeting is Tuesday 11th April 6pm

Item No

ACTION

4.9

5.1

6

7