



# Engage Liverpool CIC

## Minutes of Meeting

### 15/1/15

Minutes of Board Meeting at Unit 51, Baltic Creative, L1 OAH , 5.30 pm – 7.30 pm

#### 1 Apologies , Welcome & Acknowledgement

GP

##### Attendees:

GP (Chair) - City Quay  
AM - Armstrong Quay  
DH – Quay House  
MH- PDG  
JB - Armstrong Quay  
LB- Marketing & PR  
MR- Wapping Quay  
MF- Bid Writer  
HW - LCC

##### Apologies were received from:

KB – LCC  
GM- Prosocial Place  
RT- Board Member

#### 2 Minutes of previous meeting

BOARD

Noted the minutes of previous meeting already approved electronically

#### 3 Matters Arising from Last Meeting

BOARD

Dealt with in main items

#### 4 Chairs Report

GP

A detailed report was provided on all Engage activities since last meeting. GP reported progress in the Neighbourhood Planning project. GP reported on Engage participation at the London Lease National Forum. He reported that Engage was in talks with Liverpool University and Farm Urban to partner in an interesting environmental and sustainable food production project based at City Quay.

**5 Finance Report** **AJM**

AJM reported that the financial position was satisfactory. Bank position was circa £3800. AJM pointed out that there had been an operating loss for the year of nearly £560 which reflected a significant amount spent on funding the development of the web site (£3000) and the On-Line Community Manager post (£1100) which had been made possible from the surpluses generated last summer. AJM advised that he did not think that this position would change too much before the end of the current financial year but this would depend on any commitments for projects before the 31st March.

**6 Funding Report** **MF**

- (i) Ashden Trust (Sainsbury family charitable trust on environment) - declined
- (ii) Esmee Fairbairn Foundation- submitted
- (iii) European Cultural Foundation: Received first installment of grant- 75% of total grant money of 10,000 Euro. MF reported that research had started and was progressing well. In discussion with Sheffield University regarding usage of catalytic polymers which could be used as a coating on surfaces to tackle air-pollution.

**6 Business Plan** **GM**

Discussion postponed due to absence of GM. Board decided to set aside another date to tackle the business plan: 12<sup>th</sup> February from 1.00pm. Venue TBA.

**7 Website, Branding & Social Media Report** **GP**

GP informed the Board about three photographers were being considered to take images for the website.

GP asked Board for recommendations for a social media consultant for Engage. MR had worked on a template for the Mailchimp newsletter and Board provided feedback on it. Engage to use temporary template until new website is launched.

**8 Marketing and Sponsorship Policy document** **LB**

LB had circulated the latest draft of the marketing and sponsorship policy and the Board passed it formally. LB reported on the different quotations she had received for the design of the sponsorship documents.

**9 Engage Projects**

**i) Arts Project Update** **DH**

DH circulated the final artwork to complete the Arts project. She also showed the design of the front cover. Board approved both of them. DH informed the Board on the different quotations she had received. Board decides to print the first batch of 300 books using own funds from usual printer which had come in with best quote.

**ii) Liverpool On The Move Seminar Series 2014** **GP**

MF had circulated his write-up on the seminar series. GP and Board thanked him for his effort and Board passed the article. MF asked to publish it after integrating it with the relevant images.

**iii) Locality Neighbourhood Project** **GP**

GP brought the Board up-to-date with the progress. Engage had succeeded in the formation of the Baltic Neighbourhood Forum. Waterfront still to reach their required level. Board applauded GP on his achievement.

**iv) Seminar Series 2015 :Liveable Liverpool - designing, building and managing apartment living** **GP**

Board discussed possible venues

**v) Citizenship/Stakeholder Engagement 2015** **GP**

GP raised the possibility of holding an event next year before the May elections about citizenship as a contribution to the development of democracy.

**vi) Liverpool Waterfront Residents meeting** **GP**

GP reported that the Waterfront Residents meeting at the BT Convention Centre organised by Engage had had an overwhelming response. All involved stakeholders had promised to be there to interact with the residents.

**10 AOB** **ALL**

None

**11 Date of Next Meeting –12th February, 2015** **GP**