

Engage Liverpool CIC

Minutes of Meeting

12/01/2017

Minutes of Board Meeting at Vanilla Factory, Unit 303, 39 Fleet Street, L1 4AR, 5.30 pm – 7.30 pm

1 Apologies , Welcome & Introduction

GP

Attendees:

GP (Chair) - City Quay (VB)
 AM - Armstrong Quay (VB)
 DH - Quay House (VB)
 HW – LCC

MH- LMH (A)
 PF – Thinking Liverpool (VB)
 GS – GMSheen (VB)

Absent:

JB - Armstrong Quay (VB)
 GM - Prosocial Place (NVB)

2 Minutes of previous meeting & Matters Arising from Last Meeting

BOARD

Minutes of previous meeting published online and matters from last meeting dealt with in main items

PF updated Board on Air Quality Eggs which had developed a WiFi fault and need a hardware upgrade. Manufacturer offered free repair for return postage costs. Board voted to pay for these costs in order to have the prototypes available for use in the city.

3 Chairs Report

GP

GP reported on meetings throughout the month and in particular the following:

- Meeting with Steve Rotherham on the topic of civic governance following up the Seminar Series
- Meeting with Bolland & Lowe with PF to review website (see item 6)
- Upcoming meeting to brief GP ahead of LEASE conference speech to leaseholders on Engage

4 Finance Report

AM

- Bank balance end of December: £5500, of which £1662 own funds and £3850 bid funds, of which £1991 still held for Tesco Groundwork project
- Possible surplus from seminar series
- £190 to be paid for Rayross for printing of 4000 leaflets for Waterfront meeting. ACCL provide room free of charge but quote £1.20 per head for catering. Board voted to provide tea and coffee to attendants
- AM noted receipt of Sponsorship money for 10 WORDS booklet and thanked

- Titanic /Harcourt for support
- Recurring Costs lists with payment dates to be prepared by AM for better overview

5 Data Report **GS**

GS not caught up with AH to hand over MailChimp Log in
 GS to liaise with HW to consolidate data early in coming week to move forward
 GS provided with sample Data Report as template for future reports

6 Website Report **PF**

Audit on website to identify strengths and weaknesses detected following: **ALL**

- Hosting was outsourced and expensive but was paid in September for year
- No maintenance contract
- WordPress wasn't up to date but is now
- Engage controls domain name payment and now has a copy of code and data file
- Need to protect our user data
- Events, News and Notices pages working well, Neighbourhood and Block pages fragile and mostly unpopulated
- Strategic decisions can be made at later stage including a professional Wordpress uploading plan
- Domain name paid recently by GP
- Currently 14 administrators with full access, administrator number and access levels need to be reviewed
- Training session for all administrators needed
- Need to review security on all major platforms like Google, Eventbrite, PayPal

7 2017 Seminar Series **ALL**

HW reported back on potential venues with capacity and prices:

- Town Hall priced at £800 not affordable within current budget
- St. George's Hall has a number of options and a viewing of potential rooms needed
- Cunard Building has a room for 120 people which would work well.

Further discussion of various venues within the WHS, preferably in heritage buildings, including consideration to book empty heritage building and hire outside technology, furniture and catering

HW to enquire about Oriel Chambers with PB

8 Engage Projects **ALL**

i) Environmental Arts Project 2018

Nothing to report

ii) Reclaiming the City **GP**

Nothing to report apart from follow up meeting with Steve Rotherham, see Chair's Report

iii) Future Projects **GP**

Nothing to report

9 AOB

- Board discussed WHS Management Plan Draft, comments to follow throughout the weekend; Acknowledgement that heritage goes beyond protection of buildings, but also includes aspiration and visionary development of high quality; Recognition of need for leadership Engage values WHS status on behalf of residents and expect City to support maintenance of the designation
- Waterfront Resident's Meeting date announced, flyers distributed, any help with promotion (especially via social media) appreciated
- Strategy Workshop 14th January 2017, 10am-2pm @ GMSheen, 49 Strand Road, Bootle, L20 4BB; GS presented Agenda for Away Day; Enterprise Plan to be found on website
- GP to speak at London Leasehold Conference on 31st January

10 Date of Next Meeting

Venue: TBC

09.02.2017