



# Engage Liverpool CIC

## Minutes of Meeting

### 12/10/2017

**Minutes of Board Meeting at The Pod, Baltic Creative, Jordan Street, Liverpool, L1 0BP**  
**6.00 pm – 7.00 pm**

**1 Apologies, Welcome & Introduction Actions**

**Attendees:**

- GP (Chair) - City Quay (VB)
- AM - Armstrong Quay (VB)
- DH – Duke Street (VB)

**Apologies:**

- ZZ – Mann Island (VB)
- PF – Thinking Liverpool (VB)
- MH- LMH (A)
- GM - Prosocial Place (NVB)
- Absent:**
- HW – LCC (NVB)

**2 Minutes of previous meeting & Matters Arising from Last Meeting BOARD**

Minutes of previous meeting to be approved and published online.  
 Change to Minutes document with column added for actions to be taken and who is dealing with them

**3 Chairs Report GP**

- GP reported on meetings throughout the month and detailed the following:
- Follow up meeting to SS 2016 with Heseltine Institute re Office for Civic Imagination project in the Dingle
  - UNESCO visits, including hosting of main speaker and enabling engagement with various organisations and individuals throughout city centre
  - Visit to CitizensLab Workshop in Frankfurt (Oder), Germany (follow item 9)
  - RSA project collaboration with WellBrum

**4 Finance Report AM**

- Bank balance £7461 with own funds amounting to £1783 with £1509 spent excluding costs for Seminar Series
- Eventbrite income to stay in PayPal account for time being
- 2<sup>nd</sup> instalment for Urbingo license paid with 3<sup>rd</sup> to come out of account next week
- Urbingo air travel and hotel expenses to be recovered by Citizens Lab

Costs for SS2017 to be compiled by AM

**5 Website and Social Media PF/ZZ**

Nothing to report

<b>6</b>	<b>Urbingo Workshops: Update and next stage</b>	<b>GP</b>
	<ul style="list-style-type: none"> <li>• Discussion on how to proceed further</li> <li>• Next workshop to be set up, suggestion is Waterfront</li> </ul>	Workshop to be set up by GP
<b>7</b>	<b>2017 WHS Seminar Series</b>	<b>GP</b>
	<ul style="list-style-type: none"> <li>• Feedback to first Seminar</li> <li>• Second Seminar to be staged in Museum of Liverpool, catering will be reduced to minimum due to high cost of in-house catering and pressure to keep finances together to cover all expenses</li> </ul>	
<b>8</b>	<b>Post Seminar Follow-Up</b>	<b>GP</b>
	<ul style="list-style-type: none"> <li>• Discussion on how to follow up on Seminar Series to leave a lasting legacy and options of engagement with task force set up by Mayor</li> <li>• See item 12</li> </ul>	
<b>9</b>	<b>Citizens Lab Report</b>	<b>GP</b>
	<ul style="list-style-type: none"> <li>• GP reported on visit</li> <li>• Engage Urbingo project well received</li> <li>• GP part of mobility group</li> <li>• Will keep this connection to other projects across Europe</li> </ul>	
<b>10</b>	<b>2018 Seminar Series</b>	<b>BOARD</b>
	<ul style="list-style-type: none"> <li>• Proposal by RIBA North on building on Seminar Series brand and follow theme of architecture and heritage</li> <li>• GP invites opinions to idea of opening up seminar to topics engaging wider audience: <ul style="list-style-type: none"> <li>○ 1.Seminar – UNESCO WHS &amp; Architecture going forward</li> <li>○ 2. Seminar – UNESCO Creative Cities Network: City of Music</li> <li>○ 3. Seminar – UNESCO options for environmental sustainability</li> </ul> </li> </ul>	Board invited to comment on idea and/or offer suggestions
<b>11</b>	<b>Air Quality Eggs</b>	<b>PF</b>
	Nothing to report	PF to report at next meeting
<b>12</b>	<b>AGM</b>	<b>GP</b>
	<ul style="list-style-type: none"> <li>• AGM to take place at Baltic Fleet on 8.11</li> <li>• Announcement at 3<sup>rd</sup> Seminar to invite people to AGM as Follow-Up to Seminar Series to discuss the next step.</li> </ul>	Eventbrite set up by GP. Max numbers & costs by DH
<b>13</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• GP invited to Art of Hosting Workshop in Athens, February 2018 to be trained as facilitator</li> <li>• Follow up on Air Quality, news item on Oxford city centre pioneering as first zero emissions zone worldwide</li> </ul>	DH to forward news to GP
<b>14</b>	<b>Next Meeting</b>	
	Baltic Fleet, 33A Wapping, L1 8DQ	08.11.2017