

# Engage Liverpool CIC

## Minutes of Meeting

### 14/5/15

Minutes of Board Meeting at Elliot Fletcher, Brunswick Business Park, L3 4BN, 5.30 pm – 7.30 pm

#### 1 Apologies , Welcome & Acknowledgement

GP

##### Attendees:

GP (Chair) - City Quay (VB)  
 AM - Armstrong Quay (VB)  
 DH - Quay House (VB)  
 JB - Armstrong Quay (VB)  
 GM- Prosocial Place (NVB)  
 RT- (NVB)  
 MH- LMH (A)  
 KJ - Online Communities Manager

##### Apologies were received from:

MR- Wapping Quay (VB)  
 LB- Marketing & PR (A)  
 MF- Bid Writer (A)

#### 2 Minutes of previous meeting & Matters Arising from Last Meeting

BOARD

Minutes of previous meeting to be sent out electronically by MR

#### 3 Chairs Report

GP

GP reported on various meetings during the previous month in particular preparation for upcoming Seminar Series. Board discussion on ECF skaters project and skate parks in Liverpool.

#### 4 Finance Report

AM

AM reported on draft accounts for new financial year, current cash flow, funds remaining for Air Project, last year's turnover and expenses  
 RT to go on LCVS course to explore whether change from CIC to CIO (Charitable Incorporated Organisation) applicable for Engage  
 GP reported on funds for sponsorship and won bids to come in

#### 5 Funding Report

GP

- (i) Congratulations to MF for winning bid for Blue & Green Space Working Group Project to be further discussed in Projects (9(iii))  
 JB & AM to complete grant agreement forms for past bids, GP to send electronic documentation to JB
- (ii) Update on Bold Street Heritage Group which is to use information compiled by Laura Yates on Bold Street buildings for a former project for FACT
- (iii) Addition to ECF fund being sought

<b>6</b>	<b>Website &amp; Social Media Strategy</b>	<b>GP/KJ</b>
	GP reported on meeting with potential candidates for the post and welcomed KJ Board review on outlook and aims for social media strategy. Focus to be on good coverage of events, engaging discussions and maintaining high profile Assessment of impact via Google Analytics and comparison with national averages  Website to be completed by end of month GP to verify MailChimp costs with B&L	
<b>7</b>	<b>Enterprise Plan</b>	<b>GM</b>
	GM finished Social Enterprise Plan, to be proof read by AM Programme detached from plan, to be updated in every Board Meeting	
<b>8</b>	<b>Publishing Policy Documents</b>	<b>GP</b>
	Disciplinary Policy & Procedure, Equal Opportunities Policy, Grievance Procedure, Volunteer Agreement, Volunteer Policy & Volunteer Expenses Policy brought into final format by Nonconform Sponsorship and Marketing Document to be reviewed by Board against Social Enterprise Plan to ensure uniformity and clarity on definitions and categorisations within all our documents AM to pay Nonconform from our budget for Marketing	
<b>9</b>	<b>Engage Projects</b>	
<b>i)</b>	<b>Air Quality</b>	<b>GP</b>
	Air Quality Project not Annual Conference Topic	
<b>ii)</b>	<b>Locality Neighbourhood Project</b>	<b>GP</b>
	Report on meeting with some Directors of LWBP to discuss letter from LWBP, Public Consultation period for designation started on 14May15	
<b>iii)</b>	<b>Blue &amp; Green Space Working Group Project</b>	<b>GP</b>
	Elaine Cresswell to work on project as Project Manager GP to ask Simon O'Brian (Chair of the Mayor's Strategic Green and Open Spaces Review Board) to be the speaker for the Annual Conference, where Blue & Green Space Group will be launched	
<b>iv)</b>	<b>Seminar Series 2015</b>	<b>GP</b>
	Three main speakers and three venues confirmed: TATE, Women's Organisation, The Old Hall, Cotton Exchange	
<b>v)</b>	<b>Arts Project</b>	<b>GP/DH</b>
	Congratulations to DH on publication of first print run. GP reports great interest in booklet by partners and outlets. Discussion on funding options for subsequent runs following revisions and changes. DH to obtain quotations for larger print run and reports interest by BayTV – Liverpool to run a feature on project.	
<b>12</b>	<b>Date of Next Meeting</b>	
	Venue: Elliot Fletcher, Brunswick Business Park, L3 4BN	11th June 2015