

Engage Liverpool CIC

Minutes of Meeting

13/12/2018

Minutes of Board Meeting at The Tapestry, 68-72 Kempston Street, L3 8HL, 5.30 pm – 7.30 pm

1 Apologies, Welcome & Introduction

Actions

Attendees:

GP (Chair) - City Quay (VB)
 ZZ – Mann Island (VB)
 AM - Armstrong Quay (VB)
 DH – Duke Street (VB)
 MH – LMH (A)
 GM - Prosocial Place (NVB)

Apologies:

Absent:

HW – LCC (NVB)

2 Minutes of previous meeting & Matters Arising from Last Meeting

BOARD

- Minutes of previous meeting approved and posted online
- PayPal balance (income from Eventbrite) has been transferred to Engage bank account today.

ZZ to book space for next meeting

3 Chairs Report

GP

Chairs report circulated ahead of meeting, GP reported on meetings throughout the month and detailed the following:

- Meeting with Romal Capital, who have agreed to sponsor our January Waterfront Residents Meeting
- Meeting with Councillor Joe Hanson, re: organising a residents association for Liverpool Waters
- SDG event run by School for Social Entrepreneurs
- WHS Steering Group meeting – notes have been published on our website
- St George's Plateau public consultation at Central Library

4 Finance Report

AM

- AM sent report prior to meeting. Still awaiting some bills from the seminar series.
- Estimated costs for seminar series so far circa £7500. Estimated income, with additional support from sponsors, at around £7000.
- ZZ proposed approval of accounts of 31st March. GP seconded. Accounts unanimously approved by board.

AM to request receipts from Hamburg speaker

5 Website, Social Media & Blog

ZZ

- Grapevine doing well with 70% open rate & 20% of people clicking on Sponsorship

	links.	form update
	<ul style="list-style-type: none"> • Seminar series video email to attendees led to 10% also subscribing to the Grapevine. • ZZ didn't get time to create social media graphics out of SS feedback • engageliverpool.com domain renews in January. ZZ to organise payment. • Update of Sponsorship document from 2016 on website needed 	ZZ domain payment
6	Urbingo Workshop	ZZ
	<ul style="list-style-type: none"> • Confirmation from Awards for All that bid must be completed before the end of the year. • Bid requires copy of recent bank statement and total income for 2017-2018 financial year. 	AM to provide financial details
		GP to finish bid for A4A
7	January 2018 Waterfront Residents Meeting	GP
	<ul style="list-style-type: none"> • ZZ prepared single-sided flyer with Echo Arena details, but we've now been moved to the Exhibition Centre, so the flyer will need amending. • Flyer also requires sponsor logo. GP suggested adding a list of stakeholders to the back side, grouped according to each dock area • Large number of speakers lined up. • Sponsor agreed (Romal Capital). GP to confirm amount. • ZZ to investigate donation box, for contributions towards refreshments. 	GP to check whether ACCL has approved imagery.
		ZZ to update flyer.
8	2019 Seminar Series	ALL
	<ul style="list-style-type: none"> • GP met 2030 Hub and participated in UN 2030 SDG game at Blackburne House. • Discussion of focussing on SDGs 11 (sustainable cities and communities) and 13 (climate action) – with speakers and experts from other cities in the UK, for insight into how they are leading on specific targets in the goals. • GP has made contact with Steve Rotherham's office about his participation in the series, as a speaker and/or sponsor. • ZZ suggested increasing ticket price. GM suggested multiple pricing options, so people could choose how much to pay. MH suggested cheaper "Early bird" pricing? • ZZ to investigate most cost effective payment provider, ideally avoiding the double-whammy of Eventbrite and PayPal fees we faced during 2017 and 2018 seminars. • GP asked for board's input on who's doing sustainable development in the LCR – potential that we could invite them to exhibit at a market/expo before each seminar. 	ZZ to investigate pricing options and payment providers
		GP to research UK speaker from UN
		Board to contribute ideas
9	WHS Action Plan	GP
	<ul style="list-style-type: none"> • GP circulated WHS Management Plan before meeting. • Discussion on actions that Engage is responsible for • Board to come to next meeting having reflected upon priorities for attention • MH agreed to draw up list of priority areas commenced 	MH to reflect actions started or completed

11 AOB

BOARD

- Discussion of the reality WHS status being removed if Everton Stadium goes ahead.

12 Next meetings for 2019:

10.01; 14.02; 14.03; 11.04; 09.05; 13.06; 11.07.