# Minutes AVCC Committee Meeting

# 2:00 – 3:30pm 24 May 2020

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| **ZOOM video conference meeting Presiding: Co-Chair Georgina Sapsford** | | |
| George | Attendance and apologies. Quorum achieved? | *Quorum. Present: George, Ingrid, Liam, Luke, Ayse, Martin, Madeleine, James, Jay* |
| All | Health and Safety review   * Reopening of the Community Hall and AVCC office | *Ingrid reported: hall opening next week, staff are now working from site, cleaner is working with increased cleaning schedule, new procedures for contact tracing, maximum occupancy and sanitation are in place. The screen for the office door is yet to be installed by WCC. Teresa and Carrie have both left WCC so we have new contacts we liaise with. Ingrid was thanked for the considerable work she had carried out supporting the staff and the continuity of operations of the community centre during the Covid 19 response.* |
| Luke | Review of minutes/notes on the last meeting (11 March) | *The draft minutes were approved with minor amendments. Martin abstained.*  *Record of the decisions by the committee via survery monkey ahead of the most recent GM were also noted as requiring approval by the committee.* |
| Ingrid | Financial Reports (P&L and Balance Sheet) for March and April  Update of Annual Audit process | *Financial reports for March and April, prepared by Ingrid and circulated on Slack, were approved.*  *Martin also suggested that the Fair report should be passed by the committee as an official document. Ingrid reported that the Xero report form the Fair has been produced by our Accountant, but staff are working to locate a missing invoice. Once found, the Xero report will be placed on Slack and provided to the Committee. Martin suggested that this year's Fair report should not use the financial template that has been used in the past.* |
| All | Preparing for the AGM   * Programme/Presentation to entice attendees (reducing waste and the future of the landfill??) * Annual Review by Co-Chairs * Annual Financial Audit by Treasurer * Annual Review by Staff * Election for next year’s Committee | *Discussion centred around when and how to have the AGM, and the technical and logistical complexities of organising either a conventional AGM, one that takes place exclusively by video conference, possibly incorporating loomio, or a hybrid. Election process was also noted as requiring careful consideration. There was concern that some members of the community with health concerns or lack of internet access or inability to user online platforms require consideration and support. Ingrid reported that the charities commission is allowing AGMs to be postponed. There was agreement to wait and see how the Covid 19 situation develops and to aim to set a date at the next committee meeting. George volunteered to hold a sub-committee meeting to start planning the AGM.* |
|  | New item added during the meeting: George presented a draft slideshow on their vision for the organisation and recommendations for the incoming committee. | *Members thanked George for this and gave some feedback. George explained it was a draft and was keen for the committee to contribute to this ahead of the AGM. Ayse stated an interest to do so.*  *There was general discussion that followed primarily relating to diversity and inclusivity of the organisation, youth representation and some elements of this in the context of climate emergency.*  *There were heated statements; James and Ingrid left the meeting before it officially closed. The meeting ended shortly after at 3.45pm. James and Liam later resigned from the Committe by email.* |
| All | Future of Share Shack   * WCC want to remove the Portacom now rather than waiting for Site Redevelopment * Location is not consented, floor has been damaged by leak, mould may be present, and Shack unable to be opened to public during pandempic | *Not discussed, meeting ran over time.* |
| All | Candidates Forum for the Election? | *Not discussed, meeting ran over time* |
| All | Other general business and future Committee meeting topics | *Not discussed, meeting ran over time* |
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