



YACIO Trustee Meeting

6th December 2017

Attending: Tony Chalcraft, Colin Smith, Simon Wild, Adam Myers, Lisa Turner, Anna Pawlow,

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

2. Notes and actions from last meeting

Emails - See Administrative Report

Press Release - AP confirmed sent to BBC Radio York

Site Secretary Queries:

Wigginton Road - AP confirmed no further information had been received from Sarah Daniel.

Action: AP to follow up.

Replacement lock for Bootham. - AP confirmed this is in hand. Awaiting new coded lock.

Fulford Parish Council - AP confirmed this has been deferred to the new year.

Carr Lane Tenant Issues - AM has reviewed appeal. Decision to be communicated in due course.

Appointing a Contractor - See relevant agenda item

Banking - See relevant agenda item

Timetable - See relevant agenda item

Any Other Business

Skips - AP still to research

Colony Back Up - AP confirmed that back ups take place to servers every 5-10 minutes.

3. Administrative Report

Emails

AP confirmed that we have set up Gsuite and now all have email access through Gmail. Therefore this can be used exclusively once everyone has signed up. AP explaining how to sign up. TC asking everyone to have signed up to gmail by the 13th December.

Action: All to make sure they have signed up to gmail.

Communication Strategies

AP raising the issue of how best to communicate messages to Trustees and the need for a strategy when dealing with enquiries and issues that she can not deal with as Administrator and need to be passed to a Trustee. Trustees debated whether there was a need for a set system or whether dependent on the type of query the proper Trustee to action this could be decided. It was agreed that where a particular Trustee would be best suited to deal with the query according to their specialism the query would be passed to them but for urgent issues that need to be escalated immediately a system of having a designated Trustee to pick these issues up and take ownership of them would be desirable. It was decided that a monthly rotation starting January 1st would be set up and LT volunteered to be first on the list.

Action: AP to arrange order of Trustees

Website

AP confirmed that the website was back up and running and that it was now faster than previously. MCPC are investigating alternative hosting options.

Paypal

AP confirmed that the Paypal integration with the website was now functioning and that several deposit payments had been received.

Colony

AP and SW had attended a productive training session with Kirstin from MCPC and were working on progressing the update of Colony with tenant information from the site secretaries.

4. Further Site Meetings

AP confirmed that Trustees had been approached to attend the Hempland Association AGM in January. TC confirmed that he would be happy to attend this to represent YACIO. Trustees indicated that further invitations should be shared amongst them according to their availability.