



YACIO Trustee Meeting

21st November 2018

Attending: Tony Chalcraft, Adam Myers, Simon Wild, Lisa Turner, Colon Smith, Anna Pawlow,
Maria Lewington, Tina Funnell

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Welcome

TC welcomed prospective new Trustees TF and ML to the meeting. All attendees introduced themselves briefly. Attendees were reminded that information discussed at the meeting was confidential but that minutes of each meeting were published on the website.

2. Apologies - None

3. Notes and Actions

Deposits - Ongoing

Firearms Policy - SW to add to Manual when he makes his edits

Fulford Cross - Trustees discussed the difficulties with the Site Secretary Position at Fulford Cross. It was agreed that TC would write to the Site Secretary offering help but that if she felt unable to continue then temporarily SW & AM could fill the position.

Action: TC to write to SF

Glen Water Leak - AP explained the issue and the lack of progress. AP has raised a complaint with the Council due to their failure to act.

Glen Site Secretary - AP has forwarded the poster to the site secretary at Glen to advertise the deadline for applications.

Dog Policy - AP has asked DM for assistance regarding the signs. SW to add to manual.

Pond Policy - SW to add to manual.

4. Administrator Report

AP reported that things were as busy as usual but with fewer tenant issues as there was less activity on sites. Responses to the Concession Renewal letters had started to come in. AP had written to site secretaries to remind them to keep her informed of any tenancy changes so that the proper procedures could be followed. Trustees discussed this issue and the balance needed between

placing a burden on site secretaries and the need to follow proper legal procedures.

Bids - Trustees discussed the Annual Bid process. Some applications had been received but there had been no formal deadline imposed. Trustees discussed this and agreed that a deadline of mid January should be given so that bids could be appraised prior to the next site secretary meeting at the beginning of February.

Action: AP to inform Site Secretaries of the deadline.

Glen Water Bill - AP had received a new water bill for a meter that was not on our records. This was passed to CS to look into.

Action: CS to investigate

Asbestos - AP following up on the issue of Asbestos collection from several sites with legacy issues.

Action: AM to follow up with Site Secretaries and DM.

Hempland Boundary Issue - AP following up on the boundary issue. TC is looking into this for further clarification.

5. Duty Trustee Report

LT reporting on the issues raised. Bootham had requested drainage material.

Action: LT to ask for further information and ask them to submit a bid if this is more appropriate.

6. Agenda for Review Meeting

Trustees discussed the upcoming Review Meeting scheduled with Dave Meigh. Trustees debated the objectives for the meeting and what was to be discussed. It was agreed that the Lease was a priority and addressing and outstanding Legacy Issues. It was agreed that Trustees would have a short meeting beforehand to discuss routine issues then meet with DM following this.

Action: AP to produce KPI report for the year.

TC to ask DM for the draft Lease and outline the Agenda.

7. AGM

Trustees agreed the date for the AGM to be 2nd March and take place at Clements Hall from 10am. Trustees discussed the format that the meeting should take and what issues of business need to be addressed. Trustees discussed the need to make preparations in advance to prepare materials.

Action: Trustees to re-rad the Constitution to re-familiarise themselves with the requirements for the AGM.

AP to confirm booking.

8. News Letter

AP outlining the idea that as YACIO are writing to all tenants to send out the invoices that this was a good opportunity to communicate more with our tenants and disseminate information. The format of a generic A4 'Newsletter' had been discussed previously and agreed in principle.

Trustees discussed what kind of communication and information should be included.

Action: AP to produce a skeleton and ask SS for any new stories

9. Any Other Business

Glen - AM and CS reported that they were progressing the matter and hoping to bring all parties to a discussion soon.

Trustee Contact Information - With the addition of the new attendees the contact lists should be updated.

Action: AP to update and circulate the lists

Site Visits - Action: Trustees are to arrange the site visits they had agreed to conduct and liaise with AP and the site secretaries to schedule these.

New Site (Acomb) - YACIO had been approached regarding a plot of land in Acomb that may be of use.

Action: CS & TC to arrange a visit to assess the suitability of the site.

Forgotten Corners - CS updated Trustees on the progress of the project

10. Next Meeting Dates

5th December - Review Meeting

19th December - Invoice Envelopes

2nd January - Trustee Meeting