



YACIO Trustee Meeting

4th December 2019

Attending: Tony Chalcraft, Anna Pawlow, Adam Myers, Colin Smith, Maria Lewington, Simon Wild

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Tina Funnell, Lisa Turner

2. Notes and Actions

Notes and Actions

Accountant - Action: LT to get quotes from several accountants.

Lease - Action: LT to try to progress.

Administrator Report

Site Signs - Action: AP to order signs. CS to liaise with Dave to fit them.

Contractor - Action: AP & CS to meet with the contractor in the new year.

KPI Reports/Site Visits - Action: AP to add to agenda for January meeting and prepare reports.

Monthly Budget Report - Action: AP to add Budget Review to January Agenda.

Glen - Action: CS to contact Cllr Webb to arrange a further meeting.

Shredding - Action: CS to speak to Dave about renting a shredder. AM to tell the company we had decided not to proceed. CS has found a new contact, CS to approach and discuss.

Annual Bids - Action: CS suggesting to defer bids to January 2020. All agreed.

Community Plot Policy - Action: AM & SW to revise questionnaire. AM & SW to write a policy for discussion. AP to add to January Agenda

Review Meeting with DM - Action: TC to email DM and set up a meeting.

3. Administrator Report

AP noted that the invoicing process was proceeding as planned thus far. She had been spending quite some time following up on debtors and trying to resolve as many issues prior to the year end as possible.

AP flagged some concerns from the KPI reports showing a lack of activity on some sites. It was agreed that this should be discussed as part of the site visits and AP should prepare a full report for each site for January for discussion then.

AP reported on the small data breach that YACIO had been made aware of where tenant information had been shared with a site's association without permission. It was agreed that there was no risk to tenants' data and that steps would be taken to ensure that this did not happen again.

Actions: AP to prepare full KPI reports for all sites for January meeting.

4. Duty Trustee Report

AM updated Trustees on the situation on Glen. AM was managing the issues and would continue to progress a search for solutions.

AM noted that special permission for a new tenant with difficult personal circumstances to join the site ahead of his position on the waiting list had been given on the understanding that the tenant would be developing the new community plot area.

An animal welfare issue had been reported on Bootham with the result that permission to keep livestock had been withdrawn from the tenant.

AP asked that where there was some discussion of an issue

amongst Trustees she be given very explicit instructions as to what actions she needed to take so as to avoid confusion.

Action: AP to check signatures on Community Plot Contracts.

5. Monthly Budget Report

In LT's absence CS reported on the general budget. He predicted a similar surplus to last year but stressed the need for Trustees to set a proper budget each year to manage this as each year his predictions showed a reduction in the surplus if rents stayed static and inflation raised costs. Trustees agreed that it would be best if a budget v actual costs spreadsheet were maintained.

Action: AP to add Budget Planning to January Agenda

TC to ask LT to circulate the year end figures when they were available.

6. Administrator Review

AP presented a report on her role and the time spent on various issues. She informed Trustees that as of January 2020 she would need to raise her hourly rate slightly due to rising costs.

AP also presented the idea of slightly restructuring the way that Trustees worked by forming 'departments' taking on responsibility for certain areas of the organisation rather than everything being discussed as a group. She felt this would benefit the organisation as this would speed up decision making and give consistency.

AP left the room while Trustees discussed her suggestions.

It was agreed that Trustees were happy to continue with the status quo and re-sign the Administrator contract for a further year. They agreed that the idea of making some organisational

changes could be beneficial and to revisit the idea in the coming months.

Action: AP to get new contract issued and signed.

ML to add regularly scheduled issues to the calendar.

7. Manual

Trustees discussed the Manual and agreed that it was almost ready. It was agreed that ML would make some stylistic amendments and that once these were made the Manual should be published on the website as the Operations Manual V 1.0. Further policies could be added to this document as they were formulated.

Action: ML to make amendments to document.

AP to publish on Website.

8. Tenant Handbook

Trustees had been sent a first draft of a tenant handbook. They agreed that it was a good start and that they should review it and make comments to develop it further.

Action: ML to cross check the Manual/Site Secretary Handbook/Tenant Handbook for consistency.

9. Risk Assessments

Deferred

10. Newsletter

AP had circulated an updated draft newsletter. She noted that she needed this finalising by the 10th.

Action: AP to send final version to TC for approval on Monday.

11. YACIO Collaboration with St Nick's

AM noted that there had been a request for expressions of

interest in bidding together for environmental issues and that he felt this would be a good idea. Trustees agreed that AM should respond to St Nicks that YACIO were interested.

Action: AM to progress.

12. Any Other Business

Association Meeting - AM noted that the meeting had been good and that a further meeting would be scheduled in the new year.

Woodwork- AM presented the idea that YACIO could apply for a grant to buy in items such as bird boxes from local community groups that produce these to place on sites. Trustees agreed that this was a good idea and AM should progress this. TC suggested that perhaps it would be best to involve associations in this.

Action: AM to progress.

Food Surplus Sharing - AM noted that YACIO had been approached by a group looking to unify food sharing across the city and look at how YACIO could be involved. It was agreed that AM should look into this further.

Action: AM to progress.

Growing Green Spaces - TC had been invited to attend a CVS group and it was agreed that he should represent YACIO at this meeting.

Action: TC to attend.

13. Next Meeting Dates

18th December - Invoice Envelopes

15th January - Trustee Meeting

22nd January - Dave Meigh Review Meeting

5th February - Trustee Meeting