Steering Group Meeting, St James St Big Local

11 Nov 2013

Resident  
Fiona, tommy, Annemarie, Ingrid, Linda  
  
Non  
Hannah, Jason, Wendy, Alan, betul  
  
Non voter will be Jason and Alan  
  
  
Minutes  
Correction  
Wendy to collect wishes from mo in advance of doing a newsletter, not commit to full newsletter itself.  
Fiona raised question of changes to minutes that annemarie had pointed out following previous meeting - group accepted that we should adjust original minutes and then post those on the website. **Action Trevor & Fiona**  
Steering group roles  
Hannah tabled the Steering Group Roles Document for discussion and asked for clarification from Trevor about paper chair roles, and what the extent of responsibilities were.  
Trevor addressed the history of how we appointed chair in past - had been distinction between meeting chair and 'paper' chair. Recalled that Anna had volunteered to step in, and have rotating meeting chair in addition. Wendy expressed confusion about why the paper chair would be temporary, and Trevor stated that the paper chair should be in position for getting started doc, and then have a chance to renew at the end of it.  Trevor Also had intention of putting together person spec to make sure right person in position. Trevor  felt the description of duties in the document was good, and suggested calling paper chair the  fixed-term chair.  
  
Discussion about volume of work the chair person would undertake as well as how much a single individual is identified with the organisation. Some desire to have different meeting chairs depending on the meeting theme. Revolving chair would develop skills around table if you had a time basis for it, even if for organisational reasons it's easier (less messy) to have one person as a name. Skills and tasks being listed on the list of chair duties are quite diverse as well as voluminous, so even with good will doesn't mean something is with in skill set of single individual and that the overall group will benefit (or move forward with its activities )  General recognition that sharing of tasks may help us move forward more quickly. Rotational meeting chair to be referred to a “Meeting Host or Facilitator”  
  
Donna responded that this is about us arranging ourselves as a group rather than have systems imposed on us. But need to have both a level of responsibility (basic requirement on memorandum) of actually representing the group, while there is the meeting chairing aspect that can be different. Would like stability for the 'leader', so agree a fixed term with big local organisation and make the selection transparent. Training programme from NANM  big local partner, running action learning sets for chairs. Local Org needs to see that an individual is delivering the programme above board and effectively - expectation is to have a named and signing person. Local trust will not release funding for overall programme if don't have signing named individual.  
  
  
Ingrid asked about what elected officers are needed for the Getting Started application. Donna said it could be lighter than above description - if you are clear about how the divisions are made and tasks allocated, then that could be ok. Need to be above board. Donna noted that the last minutes indicated confusion around agenda, minutes, chairing, etc. Jason responded that the last meeting went through that v well, and hoped that we can look at the conclusions reached rather than revising discussion. Donna recognises that we see it's a provisional arrangement about the division of duties. Can put in getting started application without full length intention to be chair beyond just the getting started part.  Hannah clarified that the getting started chair is still a bit of a full role w responsibilities. Donna responded that name on the application is just to indicate there is a partnership; lower level of responsibility, not held to account for funding. Wendy asked about co-chairing, and Donna responded that as long as we could show clarity, leadership, justification fir choice, accountability through conversation with big local, then they will prob be satisfied.  
  
A thank you to Hannah for the excellent document that let us hold the conversation  
  
**ACTIONS** (Hannah to make changes)  
Rename paper chair to getting started chair  
Split off responsibilities number 3&5 as to reside with vice chair (possibility one Vice Chair dealing w volunteers, one w paid staff, but will have to see based on how staffing spills out)  
Rename meeting chair to meeting facilitator in all occurrences  
Otherwise approving what's written  
  
Reminder that training is available from Feroz, and Nanm (which may be fully booked up, but to be noted since demand may open more slots)  
  
Volunteers for chair and secretary from pool of residents. Group agreed Annemarie as chair, tommy and Fiona as vice chairs, Linda as secretary.  
  
  
Getting started submission  
Need to priorities what's going in to getting started application since its a big list at moment. Fiona suggesting what goes into submission is a summarised, prioritised version of list.  Will split into working groups, prioritise activity within each working group, and try to timetable them to plan how they happen.  
  
*Community group*  
Join 4.6&7 from marketing group into the community and events. Big lunch event in June would be big launch (big lunch) around vision. 1.4 for march time, Saturday 1 at harmony hall, covering this is what's happened so far and how we can go in future. Jan and feb would be time for street champion plan in Buxton road to begin  To complement the buxton road micro work, would be 4.7 , representative of steering group or worker going to represent when doing this.  
  
Timeline  
Jan feb awareness raising (street champions and outreach activity)  
March get involved, this is what we do (showcase community fair)  
April may, get involved  
June big l(a)unch to promote vision  
  
  
Suggest that tree project is a complement to getting started but isn't priority to this phase so should be omitted.  
  
*Innovation*  
There was a lot suggested by this group, so activities have been bundled and/or shifted to long term to make more manageable.  
  
Priorities  
Activity 1, understanding the needs/concerns of existing businesses. Think greater thought should be given to who the report's audience is, and how to promote publication. If subject of parking around st James shops were highlighted in report (and publicised in right places) this subject then gets brought to prominence without having to get tangled into deeper politics of borough. Also into report should go an update about the heritage lottery fund bid around the local shop fronts.  
As an activity 2, having a tapping into entrepreneurship category. Trevor knows someone at Big Local (Rob pierce) who can run entrepreneurship seminars for free.  Ingrid knows someone from social spider who can do same. Potential of having small series of seminars aimed at getting local entrepreneurs off ground, followed by linking them up to pop up stalls/shop opportunities. This activity will need pub,icily money as well as pop up stall/shop money, so likely to be £1k.  
**ACTION**  
Trevor to put someone from innovation group in contact with Rob  
Ingrid to pass on contact details of Daniel at social spider  
  
Activity 3 is a running contact with LBWF, aimed at quarterly coach up around their plans for lower half of market. Included here is finding out about parking around/in new giant morrisons and how this may affect wider parking problem for st James st businesses. Ingrid had tip to make sure get some promises before May, when new elections are due.  
  
Timeline:  
Produce report for Feb  
Start publicising seminars in Feb/march  
Seminar series end of march into April  
Pop up stalls/shops from may through summer  
  
*Visioning*  
need to push stakeholders list  
Getting schools involved needs to take greater priority, perhaps something worker could go about going out and/or a specialist activity facilitator?  
Another top priority is survey monkey subscription  
Community referendum can tap into money for getting started report writing which is an extra £2k so the money allocated there can be reduced just to cover some set up work during Getting Started

the iPad can stay on list (Trevor may be able to help with reduction of cost by 50%)  
**ACTION**  
geeks to Be in touch with Trevor about getting a tablet once getting started funds are secured  
  
*Marketing*  
What is most lacking is leaflets, and would love to be able to stick an actual leaflet through everyone's door (in addition to having on stall, have at p surgery, etc).  Aim to do it before Christmas, with pressure on Fabian since would live his design work  
Events kit (gazebo etc) was second priority.  
Discussion of the 'ketso' kit suggested by Fiona/ingrid (way of holding group planning conversations), at £500 isn't a priority but can fit in if the money is there.  
Online work is invisible for now since Fiona doing it all at time being.  
  
Wanted to prioritise leaflets through door before Christmas *(editor note: if timing of funds allows presumably this means drafting the newsletter to get ready for printing while the Getting Started Application is processed?)*   
Newsletter possible (one now: report on getting started, plea for help, list of priorities we've just decided as part of the plea; one around march; one around June )  
  
Trevor brought up notion of writing on walls, which is what mo had wanted ages ago; not sure if that's still a go-er tho has gained permission from wall owner. Hannah pointed out that could fit in to visioning activities and may be something Mo can become involved in. Fiona suggested noting this tho not making it a high priority.  
  
Fiona has asked the groups to revise their documents with the conversations just held.  
The bulk of the application will be from the local trusted organisation, so will need to make our time line dependent on his work; we can fill in other bits. Alan is meeting Crest's signatories on Thursday so will aim to get that section filled and signed at that point  
  
**ACTION**  
Alan fill in their portion  
All groups send Fiona revised notes by Wednesday mid day  
Annemarie send all groups these minutes as further notes of conversation  
Fiona to pull together rest of doc, with aim of completing and submitting Monday 18. Will circulate ahead of time to group, for approval.  
  
  
Any other business  
Trevor has 85 email contacts gathered through events etc. Suggestion is to migrate everyone to mail chimp in which people have own option of subscribing/unsubscribing.  
**ACTION**  
Trevor to send addresses to Fiona via excel  
Fiona to load on to the Mailchimp system.

Post meeting note: Trevor raised the idea of circulating details of the Getting Started activities to the wider Mailchimp list of comments/consultation. Following an email discussion by the steering group members, the application form was loaded on to the website Library page (alongside the minutes of all of our meetings) for public inspection. An email newsletter was sent out using the topics agreed for the paper newsletter above with a request for comments on the GS activities by 17th November in advance of the application submission. The email newsletter was sent to 315 contacts. About 45% of these emails were opened. 5 readers clicked through to read the application form. No comments were received. One offer was made to help with newsletter deliveries from a local resident.  
  
Jason made invitation to join him at Edmonton big local event around pop up stalls/shops. Tommy able to join , feedback to rest of group the next meeting  
  
Alan said that he had put up a big local noticeboard in the Crest Charity Shop, based on what's on the website. Asked people to look and comment/offer extra things to add to the display.  
  
Jason offering to organise a market event, 7 dec at stall in front of windmill.  If have getting started application done, we can start roping people into being involved in specific activities. Group talked about if the money came through before Christmas, could publicised it at stall on 7th, as well as sub,it to guardian by 15 dec for last publication before Christmas.  
**ACTION**  
Jason to circulate sign up list ahead of time  
Hannah and Annemarie offered to help organise anything. Ahead since not there on the day.  
  
Offer of Daniel Gordon from William Morris to come speak to us; to discuss at next meeting and set date for visit.

Dates for next meeting: suggestion previously for 6 week cycle. Next one on 16 dec (Jason giving apologies; annemarie may be late) – possible topic could be discussion of the who/what/when/why? of a worker.

**ACTION:**

Annemarie or Fiona to include list of future meeting dates, suggested on Fiona’s planning calendar to group. Fiona to forward calendar to Annemarie to allow dates to be listed.