

A Meeting of Directors of Freegle Limited will be held on 26th July 2017 at 8pm by Skype

The meeting started at: 20:03

MEMBERSHIP OF FREEGLE LTD

All Freegle Volunteers are entitled to be Members of Freegle Ltd, which is registered in England as an Industrial and Provident Society for the Benefit of the Community. You can join at <http://freegle.it/JoinFreegleLtd>

CURRENT BOARD

Andy Ludlow, Andrew Trusty, Cat Fletcher, Christian Brenninkmeijer, Edward Hibbert, Jo Fisher, Sheila Little, David Greenfield.

BOARD VACANCIES

Finance

APOLOGIES FOR ABSENCE

Christian Brenninkmeijer

OFFICERS AND ROLE HOLDERS

Media - Cat

Volunteers - Edward

Finance & Fundraising - Vacant

Board Secretary - Jo

Partnerships - Edward

CTO - Edward

DECLARATIONS OF INTEREST

This is now at

<https://docs.google.com/document/d/1M5J1pKrHfgwqdgPJufwZMmDKSZuOdinPVRuZGxvSYNA/edit>

SUMMARY OF MEETING

- Patron ideas were discussed including a meeting that Cat has set up with Emily Eavis.
- Board are reviewing the finance sub committee budget and procedures. To be agreed shortly.
- Jacky has kindly agreed to lead on [Contact Administrators](#)
- There was a general update on board member admin and tasks we've completed since last board meeting
- Cat is contacting potential auditors for independent assessment of accounts
- Board are identifying documents which we need to safeguard; ways and means to store them safely
- Board began the discussion of whether we should have a timescale for not supporting Yahoo any more
- Board agreed to increase business card budget to £1000 for the year and to review before this total is met

MATTERS ARISING

- **Patrons - Cat**

Meetings in the next couple of months with possible patrons. Cat to update following these meetings. Emily Eavis meeting to be set up with Cat following Glastonbury.

- **Mhairi** - Plans for interim need to be discussed

Board to follow up at October board meeting.

- **Finance sub committee** - Budget and process needing to be agreed. Edward has nudged Jane about getting the [budget and procedures](#) suitable for circulation.

ACTION: Board to review [this document](#)

- **Development** (Edward) Jacky has agreed to lead on the process for contacting local groups:
https://docs.google.com/document/d/11vL1BvjJIK8ptgkbaTeMEANd9O_IIBh1fR6ea3z8Rc/edit?usp=sharing

- **Data Reporting - Actions from last meeting:**

- **David:** Follow up on info circulated by Edward
- **Edward:** Update board on upcoming meetings next week at July Board

David has highlighted the stats that are most useful: Tonnes of waste, members per authority
Brief discussion on what additional stats would be useful for when advertising Freegle. DG to speak to ZWS <https://www.thunderclap.it/projects/58748-re-use-line-video>

ACTION: David and Edward to discuss before next board.

- **Business plan.** - Update from Edward needed regarding Fundraising Volunteer recruitment.

ACTION: Edward to circulate role description

- **Strategy:**
As discussed at last board, we're keeping this link here for us to keep in mind
https://docs.google.com/document/d/10Kkx7ABgVY0WHVmaHMFsw3_I2LdGmonFouP0djrb0tM/edit
- **Income** - see Fundraising below
- **Risk Register and General Board Admin - Jo**
 - Trello is up to date and more activity on there which is encouraging
 - Friendly reminder for all board to set notifications to periodically
 - 1-1 survey results show that 1-1s aren't a popular way to go with supporting key individuals.
 - Next point to discuss; 'Poor management of finances' will be circulated after board.
 - Johns Trello cards - moved to Edward to review.
- **Timeline - Finalise Accounts by July**
 - Verified/audited accounts to be presented and accepted by Board - Jane has started this process.

ACTION: Cat to ask Jane for details on what is needed for contacting potential auditors

- **Timeline - Membership Drive by July**
 - Andy tasked to draft email to members about memberships as a reminder before AGM

Draft email has been sent

ACTION: Andy to make the edits: Our annual vote on viable platforms and free office package

- **Timeline - AGM Dates by July**
 - Alison and Jacky are happy to take role of RO again
 - We need to agree dates of AGM to RO

Noted that w/c 11th September wont be suitable due to Board members prior commitments

- **Development** - Support for 'multiple group clusters'. Action on Edward to develop something to support this

ACTION: Edward identify groups with a single active mod

- **Freegle Ltd documentation** - provisional list has been created via Jacky. Board needs to review, add to and think about next steps for safeguarding all documentation. See details in [A1 below](#).

ACTION: All Board to discuss on group

BOARD REPORTS

CTO (Edward)

Key new feature recently is the newsfeed, which is slowly starting to get used - partly as a way of reporting problems, which is not itself a bad thing.

Yahoo has been particularly unreliable, and I have done lots of work to try to minimise the impacts of this. I think we should set a timescale for not supporting Yahoo any more.

ACTION: Edward to quantify time currently taken up dealing with Yahoo and the customer journey to review the user experience

Deliverable items from the contract:

1. Improved user flows. Completed now, though there's always some of it as part of ongoing maintenance.
2. Fundraising. Completed; this is now part of the site and raising significant funds.
3. Volunteering opportunities. Completed.
4. Improved Google rankings. Completed as far as I can without more publicity or funds.
5. Sharing posts between neighbouring groups - not started.
6. Facebook integration. So far not come up with anything which would be usable enough for volunteers. Ongoing.

Finance (Edward)

We need an independent examiner, as Karen can't do it this year. Chris has a couple of contacts who could do it at a push, but we need to advertise on Central and then pursue other options such as the organisation Jane suggested.

We need to decide what to do about business cards, which are running out of budget. There are some ideas which might reduce costs a bit, but they need people to implement them. In any case we will either need to increase the budget or stop doing it - so we should discuss.

In measuring the impact of business cards the board discussed the idea of 'how did you hear about us' survey.

Board agrees to increase budget for business cards to £1000 for the year and will be reviewed before we need this total.

Jane and Jacky are not happy about the idea of using PayPal for expenses because of the risk that someone might empty the account. I think the risk is very low given the size of donations that we receive. Ongoing discussion.

Fundraising (Edward)

Donations had decreased last month, so we experimented with using PayPal Giving Fund, which gives 100% of the donation + gift aid, and also has buttons for larger amounts (nudging people to donate more). This seems to have improved things; we will raise approx £1550 from the PayPal Giving Fund this month, plus we'll get some gift aid on that. There is a lag of a month in these amounts being available, and more for gift aid.

We have also raised approx £100 in the other PayPal donation method, which includes some recurring donations.

Volunteers (Edward)

Things have been quite quiet this month - summer. We continue to have an issue where local volunteers are keen on the benefit of group autonomy, but the cost of this falls on Central teams.

Media (Cat)

Had a bumpy June due to broken laptop and broadband grief but did do lots of work at Glastonbury Festival. Report to Glasto will be dealt with in August after Boomtown festival (production team I work with still super busy with that). Then meeting to be set up with Emily Eavis (she runs Glastonbury F) to pursue Freegle affiliation and patron request.

Have done many academic and organisational meetings, events and presentations (details in report to come at end of this month). Meeting set up with Brighton and Hove City Council to pursue pilot of stickers on bins to promote Freegle/reuse. May involve Hubbub <https://www.hubbub.org.uk/> too (I met with them today) which would then help to roll it out beyond B&H and raise profile of idea etc.

Article coming on Aug 2nd in Guardian with ref. to Freegle

Citizens Advice Bureau in Brighton to stock Freegle cards at main public counter. Creating a doc for them to be used by staff. They will connect me up with national contacts to expand.

Setting up better and formalised partnership with My Green Pod and Enviromate <https://www.enviromate.co.uk/> for enewsletter and a template for eNewsletter so they are more regular and with interesting content. In talks about collaborating with Enviromate at Grand Designs Live next May in London.

Writing a case study for the Kings House Reuse Project for Eurocities - which will highlight the value and impacts of Freegle. Possible opportunities to get some EU funding later this year on back of this...will keep you posted.

<http://www.eurocities.eu/eurocities/eurocities-awards/awards2017>

High priorities in Aug

Rolling out Freegle on Instagram

Talk with New groups and Central about docs or publicity they'd like and then creating them

Have procured free office space to use via <http://www.propellernet.co.uk/> in centre of Brighton who will also give us some pro bono work (graphics, gifs, SEO, edward???...)

Company Secretary (Andy)

Development (Jacky)

1. Task 72 - Streamline Affiliation Procedures

Following comments on Central to the latest GAT and Mentors reports, we raised this topic on Development. After lively and extensive discussion we held a poll and have recommended reduced documentation to the Board for adoption.

2. Task 71 - Urgent Appeals

The workgroup is working off-group on this and hope to come back to the group in the next month with proposals. A local response that was made to help the Grenfell Tower situation has not worked out as well as hoped, so the group were able to help with advice, and lessons learned can be incorporated in future plans for Freegle responses.

Mentors (Sheila)

Mentors have been trying to move more groups across to native only. That has stalled a little because of absence, but will continue in the coming weeks. We advertised on one native group for new moderators and got a very good response, although that still needs to be followed up again as I haven't been well enough to do a training session yet. So far recruiting on native groups appears to get a better response than on Yahoo groups.

Wanda took over the role of coordinator for a couple of weeks while I was absent and has done a good job of sharing the work out on the team. Mentors are again busy with mentoring new owners as three new groups have been launched in the last couple of weeks and more are expected.

We are also helping groups with the switch from Yahoo groups to native, so all in all a busy couple of weeks while I was away.

AOB

Corporation Tax Letter Received

ACTION: Andy to chase company's house for change of address and to begin the process of completing the necessary documents. Andy to discuss with Jane if any details needed

DATE OF NEXT MEETING

Wednesday 23rd August @ 8pm

A1

To cover the Directors in case of insolvency or accusations of mismanagement:

- Signed Rules
- Documentation from Companies House
- FCA
- Other registered body relating to the status of Freegle
- Insurance documents
- Minutes of Board meetings
- Accounts (cash book, vouchers, bank statements, yearend statements)
- AGM paperwork
- Membership and Directors registers
- Contracts of work
- Key policies on Finance
- Various geek things needing to be kept private
- Who has access to bank account

In terms of mechanics - store it on Google docs with a couple of people downloading a zip of the folder every month or so would do it.