

A Meeting of Directors of Freegle Limited will be held on 30th November 2017 at 8pm by Skype

The meeting started at: 8pm

Minutes of previous meeting can be found [here](#)

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>.

Members of the IPS are also entitled to a copy of Office Professional Plus. Please contact Christian at Christian_freegle@brenn.co.uk if you want to take advantage of this.

CURRENT BOARD

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

BOARD VACANCIES

APOLOGIES FOR ABSENCE

Michael Watts

Cat

OFFICERS AND ROLE HOLDERS

Media - Cat

Volunteers - Edward

Finance - Michael

Fundraising - Edward

Board Secretary - Jo

Partnerships - Edward

CTO - Edward

DECLARATIONS OF INTEREST

This can be found [here](#)

SUMMARY OF MEETING

- New finance board member Michael Watts
- We're prepping for a Face2Face board meeting in January
- We are now able to present an [infographic](#) for admin areas
- An update on RO and Ombudsman roles for the year
- We're awaiting accountants to finalise accounts for tax document submission deadline in April 2018
- Seeking volunteers to help with grant applications for funding in the new year
- We're needing to begin planning for dropping yahoo

MATTERS ARISING

- **Strategy:**
We're keeping this link here for us to keep in mind
https://docs.google.com/document/d/10Kkx7ABgVY0WHVmaHMFsw3_I2LdGmonFouP0djrb0tM/edit

Action: Board members to read above link before January meeting

Action: Edward to update and circulate [face2face agenda](#)

- **Mhairi**
Edward has heard from Mhairi, who is expecting to be able to resume work at some point, but there is no timescale yet. If she is able to work we would probably reduce the scope to focus on the move away from Yahoo.

- **Data Reporting - Actions from last meeting:**
David is still chasing Zero Waste Scotland

Discussions have started with Defra and David to catch up with Cat regarding subsidies/recycling credits

Edward has implemented <https://www.ilovefreegle.org/stats/authorities>, which allows us to present an infographic for most administrative areas, from countries to councils.

- **Timeline - November Actions**
Quick update from relevant Board members on last month's timeline actions:
 - Annual RO appointment: ROs are happy to continue
 - Annual Ombudsman appointment: We're still waiting on an update from the Ombudsman. **Action:** Edward - What we do if we don't hear back to be added to face 2 face

- FCA PRA AR30 submission deadline
We're waiting on the accountants to get back to us at the moment.

- [Timeline](#) - December Actions

December 2017	Finance Quarterly Review	Review of where we're at budget expenditure vs predicted	Board
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See Finance update below.

- **User Experience**

Edward to write something for Cat to send out to possible companies/contacts that could help us map the UX.

Edward has sent this to Cat.

Cat is going to circulate and update if she hears anything back

BOARD REPORTS

CTO (Edward)

Most work this month has been on some changes to the technologies we use so that the part of our website that runs inside your browser (the Javascript) is produced using more modern and standard technologies.

This will have a number of advantages:

- It should be quicker to load the pages for the first time, and remove some of the "flicker" you see on some pages.
- It will be more familiar to geek volunteers (for example Nick Sellen and Bernard Hofmann).
- It will allow people to make and test changes to the website much more easily, on their own machines. At the moment the barriers you face to making your first fix are quite high, which puts people off.
- It will allow us to explore some more modern web technologies which could make the website significantly faster.

This will take a few weeks more to complete, and will require some changes from Chris for the mobile app (hopefully not much). I will roll out the changes on ModTools first.

Finance (Edward)

Michael Watts is joining the Board, and will attend our meeting in January. I will hand over Finance to him to produce a budget for FY18-19. The following figures are approximate.

Since the last meeting:

- Won eBay - gains £7K
- Continue IT spend - costs £3.5K
- Continue media spend - costs ~£8K
- Delay volunteer spend until next FY - saves £8K this FY, assume £10K next FY
- Anonymous donor will continue and up their donation to £600 per month, very kindly.

This increases our reserves by £3.5K leaving £17.3K at year end.

But FY19 is the crunch year, as we will have run down the reserves we accumulated over the years and from the Microsoft win. The big items would be:

- IT might be upto £2K / month = £24K
- Media at £1.4K / month = £17K.
- Volunteer support would be upto £10K (depending on whether starting from scratch or Mhairi).
- Income would be around £30K on current level of donations. We don't have a realistic plan to significantly increase our income.
- Assume ~£3K other spend.

That would leave us an expenditure of £54K, i.e. a deficit of £24K, which we cannot fund from reserves.

So we either need to raise some money, or reduce our expenditure, e.g:

- Drop IT to £1.4K / month = £16.8K
- Drop Media to £1.1 K / month = £13.2K
- Drop Volunteer Support to £5K
- Drop business cards entirely.
- Assume ~£3K other spend.

That would give us an expenditure of £38K, i.e. a deficit of £8K taking reserves to £9.3K.

We are in need of a volunteer to help with applying to various grants to help us through 2018
Discussed ideas around crowdfunding to help with funding and keep Freegle adfree.

Action: All board members to think about how we can fund next year before face2face

Action: Edward to add finances for 2018 to face2face agenda

Fundraising (Edward)

We won the first prize of £7K in the eBay competition. We will get a little more in January as we will be featured on the give at checkout for a week (no idea how much this will raise).

We have a reasonable chance with the Aviva Community Fund where we are in the final. Chris is working on the second stage submission. If we win this, it doesn't significantly alter the overall picture for our expenditure, because this is a specific project which is being funded, not money we can use generally.

Volunteers (Edward)

Nothing particular to report.

Media (Cat)

No report due to illness.

Company Secretary (Andy)

No new members in the last month.

Development (Jacky)

Activity since my last report of 24th October:

1. Freegle Direct Back-up Plan

The question of what back-up we have if Bytemark were to stop supporting us was raised. Edward explained the various scenarios, but also the arguably riskier scenario of what happens if we don't have succession and longer planning, which includes securing sufficient funding. Volunteers were urged to join Funding Group via the Development report to Central.

2. Affiliation Requirements

A brief discussion concluded that it wasn't appropriate to ask groups to agree to adopt Best Practice guidelines as part of the annual affiliation agreement.

3. Supporting Moderators

This was raised in the context of support needed to understand Modtools/FD and the lack of comprehensive guidance on the wiki or elsewhere. Jean's monthly Tech reports are appreciated, but the wiki is outdated. The complication of having Yahoo information and the variables of how groups work on differing platforms has impeded the updating of information,

but the opportunity to review how and what is included when Yahoo is dropped should be taken, as long as there are people willing to do the work. My review of wiki pages is complete, and a spreadsheet listing all changes needed for the Yahoo change is available.

The wiki font is being changed after an observation that it was difficult to read, and future review needs to make some pages more succinct and better laid out.

4. Contacting Groups

I have made a start on contacting groups that haven't as yet agreed to affiliation. It is slow progress due to my lack of time at the moment, but I could also do with knowing if the Board would like the contact emails to mention the dropping of Yahoo.

Action: Sheila to contact Jane with the Board's agreement to above

Action: Edward to add dropping Yahoo to face2face agenda

Mentors (Sheila)

Mentors are mainly concentrating on moving groups to Freegle Direct. The last few groups on the caretaker list are in the process of being moved and we expect to have them all on FD by mid December.

We are working with two group owners who have returned to moderating after the groups were reported as possibly being abandoned. Mostly though we are caring for the groups on the caretaker list and dealing with questions arising from the move to Freegle Direct.

Action: Edward to look at the offers we aren't currently taking advantage on via Office and update board.

AOB

- [Board Declaration Documents](#) being saved [here](#) please can all board members sign and send to Jo
- Face to Face Agenda draft is [here](#)

Action: Edward to update agenda

DATE OF NEXT MEETING

No Board taking place in December due to Christmas and January face2face taking place early in the year.

Action: Cat to put together an electronic Christmas card for Bytemark with electronic signature.

January 13th 2018 @ 12pm - late afternoon. African Kitchen 102 Drummond Street, Euston, London [NW1 2HN](#)

Jo to get contact details for Michael to add board meetings and trello card etc.

Action: David to check with Michael whether he wants to be using his work email address for Freegle comms