

**Notes from Hazelhurst CSA Management Committee Meeting
Wednesday 4th January 2012**

Present: Catriona Clark (Observer), Stella Hunt, Caroline Krzesinska, Rob Last (Membership - first part of the meeting), Sarah Lord, Bardy McNair, Joan Miller, Rachel Shirley, Kevin Walters.

Apologies: Ian Humphrey, Stephen Pratt

All Actions from 4th January meeting

2. Membership

- Rob to create lists and include *Grower@* email.
- Rob to send Membership subscription reminders on a month by month basis and check that if any members do not have email and need a paper copy of newsletter etc.

3. Business Plan

- Rachel & Kevin to draft a clear and presentable section on finance for the business plan in time for the launch.

5. Website

- Rob to ask Chris to invoice HCSA £96.00 plus his monthly fee in future. The fee should be sent quarterly rather than monthly or annual.

6. Volunteer Co-ordination

- Stella to speak to Alison regarding Public Liability – what to pay and when.
- Stella to circulate information on the Chestnut Fund, which may help with payments to volunteers.

7. Marketing: Box Scheme

- Kevin to look at other options that may be better than a box scheme for a CSA and discuss further with the land group, Ian and Catriona and bring back to the next meeting.

8. Share Offer Launch

- Joan, Bardy, Sarah, Kevin to meet in advance of the launch to co-ordinate activity
- Joan to invite past committee members to the launch
- Bardy to arrange a speaker for Radio Sheffield slot
- Bardy and Rachel to discuss setting up a Twitter account.
- Bardy to investigate a free-standing, portable display unit
- Caroline to ask Mike Krzesinski to print approx 5 large-scale photos for the Meeting House walls; Photos selected by Bardy.

9. Finance

- Kevin to discuss current figures with Yvonne
- Rachel to set up a direct debit for the Grower's pay
- Joan to seek further advice on Licence to Occupy from a lawyer at Voluntary Action Sheffield.
- Joan to pay the outstanding £1,500 for the licence.

10. Fundraising

- All Management Committee members to send Sarah a biography paragraph by 18 January.
- Sarah to forward biographies to Co-op, together with an outline of key areas for support, e.g. HCSA promotion & publicity tools, Membership, barriers for Badger protection etc.

11 Action Plan

- Updated activity to be entered and circulated by Caroline before the next meeting.

12. AOB

- Kevin to discuss shareholders as members with Yvonne

1. Matters Arising

1.1 New Committee Members

Joan thanked and welcomed to the committee: Rachel Shirley, Treasurer; Rob Last, Membership secretary; Catriona Clark – observer who is interested in assisting with membership & volunteers.

1.2 Minutes from 7 December meeting

2.5 Newfield Spring Wood – delete “an area of”

3.2 interview panel – change to Marion, Kevin, Darrel, and /or John Le Corney

3.3 Grower contract – insert ‘with the possibility of’ rising to £19,000

1.3 Actions from 7 December meeting

- *Joan to research minimum & maximum share values.*
Achieved: we suggest £50.00 - £5,000
- *Joan to draft a letter to inform original share holders*
Achieved
- *Joan to draft and circulate short version business plan*
Draft now tabled & circulated initially to Bardy, Kevin & Rachel for amends.
- *Joan to check Mandate’s small print re signatures to determine who is to be on the list.*
Almost achieved, including advice on how to complete. Signatories are: Yvonne, Alison, Joan, Rachel

Grower

- *Heather to inform Huw about Grower candidates’ visit to the field, to give information about wider usage of the land.*
Achieved
- *Bardy to oversee circulation of information for Grower post*
Achieved
- *Heather to be kept informed of interest from organisations informed of Grower post.*
Achieved
- *Stella to amend leaflets with updated information for info packs*
Achieved

Membership

- *Joan to add Action Plan Targets to January’s agenda*
Achieved
- *Caroline to update action plan with brief notes.*
Achieved

Share Offer

- *Joan, Bardy, Stella (Yvonne?) to explore avenues to formally check share offer by end of December.*
2 hours of legal advice now offered by Co-ops UK in early January, plus certificate

All other actions relating to launch; publicity, website, volunteer co-ordination and fundraising appear under agenda items.

2. Membership Secretary

2.1

Rob reported that there were two previous lists – Members (36) and ‘Interested’ (150) which have now been formed into *Members* and *Newsletter* lists.

2.2

Further discussion groups were requested:-

Shareholders (Bardy, Joan, Kevin, Rob)

Volunteers (Stella, Catriona, Joan, Kevin, Rob)

Management Group (Catriona Clark, Ian Humphrey, Stella Hunt, Caroline Krzesinska, Rob Last, Sarah Lord, Bardy McNair, Joan Miller, Stephen Pratt, Rachel Shirley, Kevin Walters).

2.3

admin@hazelhurst : emails come into their own box, and Rob has the password. Rob & Bardy will now manage traffic between them.

Action:

Rob to create lists and include *Grower@* email.

Rob to send Membership subscription reminders s on a month by month basis and check that all members have email.

3. Business Plan

Finance section of Business section requires additional clarification and more work as it is a key document for potential funders/Sponsors.

Action

Rachel & Kevin to draft a clear and presentable section on finance.

4. Newsletter

4.1

This will be circulated once full details of the launch event and grower are established, together with request for outstanding skills on Management Committee and information on volunteering. A link regarding the share offer will be inserted to the website

4.2

The newsletter will go out monthly, directly after the Management Committee meeting.

5. Website

Kevin was thanked for redesigning the homepage.

Action

Rob to ask Chris to invoice HCSA £96.00 plus his monthly fee. In future the fee should be sent quarterly.

6. Volunteer Co-ordination

Action

Stella to speak to Alison regarding Public Liability – what to pay and when.

Stella to circulate information on the Chestnut Fund, which may help with payments.

7. Marketing: Box Scheme

Concerns about the nature and logistics of the box scheme have been raised, and we need to discuss/consult more widely. However we note the current business plan includes 30 boxes a year.

Action

Kevin to look at options and discuss further with the land group, Ian and Catriona for the next MC meeting.

8. Share Offer Launch

8.1 The aim of the launch is to introduce new people and encourage the buying of shares

8.2 Launch date has been confirmed as:

Thursday 2nd February, 6.00 – 9.15pm, Quaker Meeting House, St James' Row.

04.01.12 Hazelhurst Management Committee

The meeting house has a 100 person limit.

8.3 Speakers:

Rebecca Laughton has agreed to speak, letting us know in advance what she will cover. We have donations of £130 towards speaker's fee, venue hire etc. We will also invite Heather Hunt to talk about the Oral History of Farming in the Moss Valley

8.4

Our request has to go to the Quaker Business Group, where Steve Loder will propose that it is Quaker/HCSA co-organised, with food to share. This would allow us to extend the launch beyond 9.15.

8.5 Suggested time-table for the evening

- 6.00pm Set-up
- 6.30pm onwards – Refreshments +food
- 7.00 – 7.15pm – Joan's Introduction to HCSA , mention of share offer and introducing speaker
- 7.15 – 8.00pm – Talk, Rebecca Laughton
- 8.00 – 8.15pm Refreshments/Comfort Break
- 8.15 – 8.45pm – History of Hazelhurst, Heather Hunt
- 8.45 – 8.50pm Presentation of key points of the share offer
- 8.50 – 9.15pm Q&A session on share offer (with Kevin, Joan and former committee members primed to answer any detailed questions on financial issues), followed by socialising and networking – extended beyond 9.15pm if agreed with Quaker Meeting House.

8.6 Promoting the launch

The clear message should be that this is the share offer launch.

Information will appear in the forthcoming newsletter and will be sent out to members

An electronic ad and press release will be sent by Bardy to appropriate networks (eg Radio Sheffield, Sheffield Forum, Transition etc as soon as possible.

Action

Joan. Bardy, Sarah, Kevin to meet in advance of the launch to co-ordinate activity

Joan to invite past committee members to the launch

Bardy to arrange a speaker for Radio Sheffield slot

Bardy and Rachel to discuss setting up a Twitter account.

Bardy to investigate a free-standing, portable display init

Caroline to ask Mike Krzesinski to print approx 5 large-scale photos for the Meeting House walls; Photos selected by Bardy.

9. Finance

9.1 Financial Activity should be cross-referenced with the action plan. Rachel is happy to produce spread sheets in order to produce a clear picture

Action

Kevin to discuss current figures with Yvonne

Rachel to set up a direct debit for the Grower

9.2 Licence to Occupy...

Huw has now given this to Joan.

It is £1,500, valid for a year, and includes soil certification. We should send a copy to our insurers.

Action

Joan to seek further advice on Licence to Occupy from a lawyer at Voluntary Action Sheffield.

Joan to pay the outstanding £1,500 for the licence.

10. Fundraising

Sarah reported that there was no time to produce a draft strategy, but she has made an outline for applications, and a list of projects for possible funding. This should now be matched against the criteria of grant giving bodies/trusts. Sarah requires help to do this, before building up a calendar and fundraising pack.

Action

All Management Committee members to send Sarah a biography paragraph by 18 January. Sarah to forward biographies to Co-op, together with an outline of key areas for support, e.g. HCSA promotion & publicity tools, Membership, barriers for Badger protection etc.

11. Action Plan

Action

Updated activity to be entered and circulated by Caroline before the next meeting.

12. AOB

Do shareholders have to be members?

Action

Kevin to discuss shareholders as members with Yvonne

Caroline Krzesinska
13.01.12