

Hazelhurst CSA Management Committee Meeting
Notes from the meeting: Wednesday 2 November 2011

Present: Joan Miller (Chair) Ian Humphrey, Caroline Krzesinska, Sarah Lord, Bardy Mc Nair, Kevin Walters.

Apologies: Stella Hunt & Stephen Pratt

All Actions from this meeting

2. Land Group

Potatoes should be ordered, organic broad beans planted, and compost delivered to top corners now. (Land Group/volunteers)

Joan and Heather to meet John Le Corney again to clarify and agree the following:

- **Grower must be answerable and responsible to Hazelhurst CSA, through the Land Group.**
- **In advance of the meeting test the 25% costs and query at the meeting.**
- **We should clarify if a split post was being offered for the CSA Grower and as part of the 6 strong Grower team at HCF.**
- **Place Stella on the Land Group (Joan)**

3. Share Offer

- **Kevin to include amendments from Alison and Yvonne, together with suggested changes of language and design details, inclusion of Somerset rules, a new closing date and re-circulate.**
- **Joan to investigate other share offers regarding minimum investment and register with Pro Sheffield**
- **Joan to research minimum & maximum share values.**
- **Chris to be asked to check that rules can be accessed from website (Joan)**
- **Joan to draft a letter to inform original share holders**
- **Kevin to draft a certificate**
- **Bardy/Sarah to compile a separate share-holder list.**
- **Action: Joan to invite Sarah and Steve to plan a launch event, supported by others eg Alison and Joan?**

4. Action Plan

- **Kevin to update current plan**
- **Caroline to then incorporate with meeting notes.**

5. Finance & Fundraising

- **Bardy to check situation with Receipts**
- **Yvonne to progress for sign off at next Management committee meeting;**
- **Joan to get a new mandate form for signatures**

6. Roles

- **Invite Heather to discuss mapping with other activities and identify any gaps (Joan)**

7. AOB

- **Joan to draft and circulate short version business plan**
- **Bardy to ask Chris to send all admin@hazelhurst correspondence to her.**

1. Minutes, 5th October Meeting

Amendments:

The share offer will be administered by Sarah, not by Bardy

Membership secretary: Further information from Alison Hulton

1.1 Actions from 5 October Minutes

*Joan to circulate Action Plan **Achieved***

*Joan to invite Alison & Yvonne to 20th October Share Option meeting. **Unable to attend but received share offer information and sent their comments***

*Joan to give Yvonne the following actions: Collate docs for prospectus and send to Joan by 20th October. **Not achieved***

Joan to receive list of Grower activities and orders from Marianne

*Re-send membership docs to Bardy **Achieved***

*Stella to ask Marian for BTCV info **Achieved***

*Stella to investigate manure that is PS100 **Achieved***

*Stella to liaise with Marian over volunteer day **Achieved***

*Bardy to ask Chris Croome for Membership passwords **Achieved***

2 Report from the Land Group (Kevin)

2.1

A job description for the grower was created by Kevin and Heather Hunt and circulated.

2.2

Kevin presented an options paper put together by Heather after her meeting with John Le Corney, Heeley City Farm (HCF), 31 October.

The following points/concerns were raised:

Q: Planting/ordering: some of this achieved (beans) but how much more needs to be done before the Grower post is in place?

A: Important to give grower lee-way, but potatoes should be ordered, Organic broad beans planted, and compost delivered to top corners now.

We support Heather's recommendation regarding proposal that HCF *employ the grower*, provided that the proposal moves forward in a context of absolute clarity, and with the risks carefully outlined, and the arrangement monitored.

Joan and Heather to meet John again to clarify and agree the following:-

- Grower must be answerable and responsible to Hazelhurst CSA, through the Land Group.
- We should query the 25% costs. In advance of the meeting we should test the 25% costs by researching the percentage/management fee other organisations request.
- We should clarify if a split post was being offered for the CSA Grower and as part of the 6 strong Grower team at HCF.
- We should consider linkages between CSA and HCF volunteers to add value to the potential 25% costs.
- We realise the risk of potentially losing the person because of the short term contract and should consider increasing it to 8 -10 months.
- We understand the value of Darrel as advisor/line manager and HCF's offer of administering payroll, sickness/absence etc as part of the suggested percentage.
- We recognise the support the grower would have through the relationship with HCF.

To manage the risks further we should build a strong, productive relationship between the new Grower, HCSA Volunteers and the Land Group. It's helpful that Kevin is on the Land Group and Management committee.

The Volunteer Co-ordinator (Stella) should also be on the land group to aid good communications. We welcome Stella's research into volunteering good practice.

Actions

Potatoes should be ordered, organic broad beans planted, and compost delivered to top corners now. (Land Group/volunteers)

Joan and Heather to meet John Le Corney again to clarify and agree the following:

- **Grower must be answerable and responsible to Hazelhurst CSA, through the Land Group.**
- **In advance of the meeting test the 25% costs and query at the meeting.**
- **We should clarify if a split post was being offered for the CSA Grower and as part of the 6 strong Grower team at HCF.**
- **Place Stella on the Land Group (Joan)**

3. Share Offer

3.1

A draft share offer has been produced and circulated to Alison and Yvonne by Kevin. This is a combination of the original HCSA share offer and a model from the Soil Association, and has been re-designed and simplified to make it more attractive/readable. Alison has sent comments regarding ethos that will be incorporated

Actions

- **Kevin to include amendments from Alison and Yvonne, together with suggested changes of language and design details, inclusion of Somerset rules, a new closing date and re-circulate.**
- **Joan to investigate other share offers regarding minimum investment and register with *Pro Help South Yorkshire***
- **Joan to research minimum & maximum share values.**
- **Chris to be asked to check that rules can be accessed from website (Joan)**

3.2

Share offer admin

We should contact those people who have Pioneer shares to inform them of their conversion to Ordinary shares and implications.

We should use Sarah's address: 8 Wealdon Rd, S2 3PJ

Action:

- **Joan to draft a letter to inform original share holders**
- **Kevin to draft a certificate**
- **Bardy/Sarah to compile a separate share-holder list.**

3.3

Launching the Share Offer

We noted that Bardy's newsletter would warm up awareness, but that it was important to formally launch the share offer in early January.

- **Action: Joan to invite Sarah and Steve to plan a launch event, supported by others eg Alison and Joan?**

4. Action Plan

An updated Action plan will present us with a useful tool for streamline minutes, communicate with the land Group, keep us in touch with targets and time-lines, publicity needs and risk management.

Action:

- **Kevin to update current plan**
- **Caroline to then incorporate with meeting notes.**

5. Finance & Fundraising

5.1

Continuity, Treasurer

Yvonne will carry on in her treasurer role at a distance. Paying in slips and cheque book are now with Alison. We have a letter from Financial Services Authority (FSA) that needs to be progressed by 31 December.

Action

- **Bardy to check situation with Receipts**
- **Yvonne to progress for sign off at next Management committee meeting;**
- **Joan to get a new mandate form for signatures**

5.2

Progressing Fundraising

We agreed that we do need to raise more than £20,000, and reminded ourselves about the 'warm' organisations already contacted.

Action

- **Sarah to progress application for Sheffield Town Trust**
- **Joan to discuss with Steve to see if he wants to join the fund raising.**
- **Sarah/Bardy to review others**

6. Roles

Fundraising – Bardy and Sarah

Treasurer To be confirmed

Outreach

Action: Invite Heather to discuss mapping with other activities and identify any gaps

7. AOB

We need to sell our non organic broad beans.

Action:

Joan to advertise +/- take to allotment shop

We should draft a short version of the Business plan eg 4-6pp

Actions:

- **Joan to draft and circulate**
- **Bardy to ask Chris to send all admin@hazelhurst correspondence to her.**

Caroline Krzesinska

11.11.11