

# Annual General Meeting

## 24/03/2024

Location: Maidstone Hackspace & Online on Discord

Date: 24/03/2024

Time: 15:30

Attendees:

- Luka Jackson-Nichols (Secretary) (remote)
- Josh Oliver (Treasurer)
- Simon Ridley (Chair)
- Gavin Blair
- Sarah McGowan (remote)
- Mark Palmer (remote)
- Jackie Nixon (remote)

### Agenda Items:

- **Roll call to establish quorum**
- **Past actions**
- **Chairman's Report**
- **Treasurer's Report**
- **Election of Committee Members**
- **Ratify Constitution**
- **Updated membership fees**
- **Review Open Days**

### Actions:

Date Created	Action	Owner	Status	Notes	priority
19/09/22	Repair Hackspace PC to enable the use of all USB ports	Josh Oliver	ON HOLD	15/04/23: No update 16/12/23: Back USBs more accessible after tower repositioning following PAT testing exercise	LOW

16/12/23	Update website with 2024/25 membership model and fees	Simon Ridley	COMPLETED	24/03/2024: action completed, can now be removed.	HIGH
19/09/22	Purchase / setup new email address associated with website domain	Simon Ridley / Josh Oliver	NOT STARTED	15/04/23: No update 16/12/23: raised from LOW to MEDIUM priority as its now preventing access to crucial account i.e instagram etc. 24/03/2024: waiting on membership fee increases in April.	MEDIUM
19/09/22	Create a booking in / out form for Hackspace assets if members request use of assets outside of space	Simon Ridley	NOT STARTED	15/04/23: No update 16/12/23: No update, not been required since initial action created. 24/03/2024: members have now requested this action be completed regardless of any further need since.	MEDIUM
16/12/22	Continue developing Fire Alarm Procedure and lone working	Simon Ridley	COMPLETED	24/03/24: published, new action to committee to ensure all members have read all documents	LOW
16/12/23	Add draft Liability Waiver to digital membership form	Simon Ridley	COMPLETED	24/03/24: completed, action can be removed.	MEDIUM
16/12/23	Do summary of differences between old Constitution and new up-coming Constitution	Simon Ridley	COMPLETED	24/03/24: completed, will be circulated as part of meeting minutes. Action can be removed.	LOW
16/12/23	Contact UKC Tinkersoc - reach out to make their	Luka JN	NOT STARTED	24/03/2024: no update, still yet to be actioned.	LOW

	acquaintance and see if they're interested in future events (we've got ex UKC members)				
24/03/24	Obtain room microphone	Luka JN	NOT STARTED		
24/03/24	Update minutes with details of costings of Email, CIC and Insurance	Simon Ridley/Josh Oliver	NOT STARTED		
24/03/24	Organise 2024 inventory and publish on the website	Simon Ridley	NOT STARTED		

## Minutes

- **Chairman's report**

- 2021 & 2022. Been an increase in average annual membership uptake, 5 in 2021, 4 in 2022 and again in 2023, and 3 additional members in Q1 of 2024. Current committee assumed positions in 2021 after loss of members in the 2020 pandemic. Success in membership uptake attributed to Open Days, paid advertisements and Discord which has increased interaction with members
- Following 14 open days since September 23, 19 attendees, 8 of which joined the club. 15 current paying members with 2 onboarding in April bringing the club to a total of 17 members. However, significant increased costs in rent, web hosting and consumables has led the committee to make the difficult decision to increase fees as of the beginning of April 24, the first membership fee increase since 2015. All membership plans except "Junior" and "concession" will increase by £5.
- Looking to planned events such as "Micromouse" and workshops to gain additional revenue and reduce independence on membership fees. These events and workshops are now in final stages and just pending either equipment calibration or supporting documentation.
- Documentation created, as part of our contractual obligation to the MCSC building and preparation for becoming a Community Interest Company (CIC), includes a community impact statement, an asset lock, a revised and signed constitution, and fire safety procedure to name a few.

- Thanks to Josh and Luka for their support over the past 2 years and for helping to bring stability to the club. Thanks to Jackie who has consistently made time for the club, and promoted us at every opportunity. Thank you to Mark and Owen for the progress towards the Micromouse event, now we're months ahead of schedule due to their work. Very excited for the future.

- **Treasurer's report**

- On the edge of financial stability. Club brings in £330 a month which only just covers costs
- Committee made the difficult decision to raise membership prices by £5 on all membership fee plans except junior and concession, to address this. This will give us enough to allow us to grow, finance events to develop the club and go towards larger plans such as moving to a more accessible location
- Lack of funds attributed to increase in web hosting, rent (which increased twice over the last two years) and supply costs

- **Election of Committee Members**

- Simon Ridley re-elected as Chairman
- Josh Oliver re-elected as Treasurer
- Luka Jackson-Nichols re-elected as Secretary

- **Ratifying the Club Constitution**

- Previous Constitution was never signed therefore technically not binding.
- New Constitution was drawn up and circulated on the 8th of march 2024.
- 3 ayes and 1 abstain for the implementation of a new constitution. This will be signed by committee, scanned and displayed on the club website
- **Summary of changes:**

**Name:**

The new constitution specifies the group's name as "Maidstone Hackspace" and clarifies that it's a not-for-profit membership organisation, which was also present in the old constitution.

**Objectives:**

The new constitution omits the objective of promoting the "hacker ethic," which was included in the old constitution.

**Membership:**

The new constitution expands on the categories of membership and provides details about membership termination conditions, responsibilities, and the registration process outlined by the Management Committee. However, it does not specifically mention offering reduced fees to members unable to pay the full fees, as mentioned in the old constitution.

**Management:**

The structure of the Management Committee remains similar in both constitutions, but the new constitution adds details about the election process, officer roles, and filling vacancies.

**Assets:**

The new constitution introduces a section on asset lock to protect and manage the club's assets responsibly, which was not present in the old constitution.

**Finance:**

Both constitutions include provisions for financial management, but the new constitution adds details about proper financial records, budget management, and presenting audited annual accounts at the Annual General Meeting.

**Safety:**

The old constitution includes a dedicated section (Section 6) outlining safety protocols, member responsibilities, supervision of junior members, and handling hazardous situations. However, this section is missing in the new constitution, and has been replaced by the membership induction & safety form, "Club Handbook", "Code of Conduct", "Fire Alarm Procedure", and "Health & Safety Policy", all published on the club website.

**Management Committee Meetings:**

The frequency of meetings and notice period for officers remains similar in both constitutions, but the new constitution adds accountability to members and requires making minutes available to any interested party.

**Annual General Meetings and Extraordinary General Meetings:**

Both constitutions specify the requirements and agenda for the Annual General Meetings, with the new constitution adding details about notification methods, agenda items, and minimum required attendance for both Annual and Extraordinary General Meetings.

**Terminations:**

The conditions for membership termination remain similar in both constitutions, with the new constitution adding details about the termination process and member responsibilities.

**Alteration of the Constitution:**

The process for proposing amendments to the constitution remains similar in both versions, with the new constitution adding details about meeting date determination and notice period.

**Dissolution:**

Both constitutions specify the conditions for group dissolution and asset distribution, with the new constitution adding details about asset distribution according to the asset lock document.

#### **Adoption of the Constitution:**

No significant changes observed between the old and new constitutions in this section.

- **Raised membership fees**
  - Most memberships, except junior and Concession is increasing by £5
  - Explained the club's position in the email circulated on Thursday 21st December 2023
  
- **Open Days**
  - Resumed them back in September 2023
  - Hosted 14 with 19 attendees of which 8 became members. Quite a few from Dover and Folkestone as Maidstone is one of few, or the only makerspace in the county now.
  - Potential to switch out the open days for fee-paid workshop days with discounts to existing club members.
  
- **Past actions**
  - Sarah says it's a good policy to put to members that all requests for borrowing assets should be given a written. SR has taken action to produce asset sign out procedures / forms.
  
- **AOB (Any Other Business)**
  - Trips to Bletchley Park, Computing Museums, other spaces... to get out there and foster community
  - Domain email £5 extra on top of £13 current website hosting, CIC registration £27, liability insurance £400~ annual. Action added to check these figures
  
  - Sarah asks, what is the plan for the Hackspace social media accounts? We will try to reclaim the old social media (instagram) using new email once registered. Sarah promotes the benefits of linking Facebook and Instagram and promoting social events. Twitter was previously deleted, because the committee was struggling to manage the different accounts independently, however if there is a central management system, the club could look into reinstating them.
    - Volunteer for a social media post on the committee? Sarah has expressed interest in this post. The committee will revisit the idea once a new email account is registered and the instagram account reclaimed.
  
  - **Accessible building space?** It is in the minds of the committee that the current space does not provide full accessibility to the rooms, no lift etc. Our goal of being

inclusive is held back by an inaccessible space. The availability of accessible rooms with MCSC and the price, because the rooms are typically larger, are challenges to this.

- Mark asks if there is an inventory for equipment? Small audit was done in 2022 but needs reviewing again and made accessible.