

Management General Meeting Minutes

28/07/2024

Location: Maidstone Hackspace & Online on Discord

Date: 28/07/2024

Time: 13:00

Attendees:

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

Agenda Items:

- **Formalisation of Community Interest Company**
- **New Committee Roles & Hands overs**
- **Strategic Plan & Funding**
- **MBC Creative Funds Grant**
- **Committee Members Training Day**
- **Kent Volunteers Partnership**
- **Workshop and open Day Dates Q3/4 2024 & 2025**
- **Micromouse Proof of Concept Test Day**
- **Days Out**
- **Bookkeeping & Tax Management**
- **2025 Arduino Marble Maze Project for summer fairs**

Actions:

Date Created	Action	Owner	Status	Notes	priority
19/09/22	Purchase / setup new email address associated with website domain	Simon Ridley / Josh Oliver	COMPLETED	15/04/23: No update 16/12/23: raised	MEDIUM

				<p>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.</p> <p>28/07/2024: Action complete, email address purchased. Action can be removed at the next meeting.</p>	
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	<p>15/04/23: No update</p> <p>16/12/23: No update, not been required since initial action created.</p> <p>24/03/2024: members have now requested this action be completed regardless of any further need since.</p> <p>28/07/2024: Priority changed to low, work not started. Strategic business plan and funding requirements have been prioritised.</p>	LOW
16/12/23	Contact UKC Tinkersoc - reach out to make their acquaintance and see if they're interested in future events (we've got ex UKC members)	Luka JN	NOT STARTED	<p>24/03/2024: no update, still yet to be actioned.</p> <p>28/07/2024: Action discontinued, Luka has now stood down as secretary, therefore UKC connection lost.</p>	LOW

				Action to be removed at next meeting.	
24/03/24	Obtain room microphone	Simon Ridley	NOT STARTED	28/07/2024: Action handed over to Simon Ridley. This has been built into capital costs for upcoming grants to apply for. Seeking equipment for video conferencing.	LOW
24/03/24	Update minutes with details of costings of Email, CIC and Insurance	Simon Ridley/Josh Oliver	COMPLETE	28/07/2024: Previous minutes were updated to include this information. Action can be removed at the next meeting.	HIGH
24/03/24	Organise 2024 inventory and publish on the website	Simon Ridley	NOT STARTED	28/07/2024: Priority changed to low, work not started. Strategic business plan and funding requirements have been prioritised.	LOW
28/07/24	assist in developing an impact assessment form for attendees to enable MH to report back to MBC at the end of the grant funding project the successful outcomes.	Sarah McGovern	NOT STARTED		HIGH
28/07/24	circulate email to committee and wider membership to seek interest on who would be willing to support running workshops	Simon Ridley	NOT STARTED		HIGH
28/07/24	Develop and review marketing material (including MBC	Simon Ridley / Sarah McGovern /	NOT STARTED		HIGH

	requirements) for upcoming workshops, establish schedule and material requirements per workshop. Workshops to be advertised on Sundays, and Open days on Wednesdays.	Jackie Nixon			
28/07/24	set a date in September 2024 to carry out micromouse POC testing with the committee.	Simon Ridley			HIGH
28/07/24	develop educational material to be placed on MH website to help inspire those who don't possess the experience to build a mouse on their own, and can use some of the code and instructional material developed by Mark to get them started.	Mark Palmer			MEDIUM
28/07/24	organise some different ideas to propose for the next 12 months.	Jackie Nixon			LOW
28/07/24	look into, and if suitable adopt Quickbooks Online, and review TaxFiler for the CT600 & CIC34 annual report.	Simon Ridley / Josh Oliver			HIGH

- **Formalisation of Community Interest Company**

- As of 13th of May 2024, Maidstone Hackspace is now officially incorporated as a Community Interest Company. This follows a previous decision to pursue this avenue in order to widen the pool of funding opportunities to Maidstone Hackspace. Directors nominated are Simon Ridley and Josh Oliver.

- **New Committee Roles, Hands overs, and Development**

- Luka formally announces standing down as Secretary, after over 2 years in post, to focus on personal commitments. Luka has supported MH through some of its most challenging times it's seen to date, from COVID through to the cost of living crisis, and will be missed in their capacity as secretary. Moving forward, committee members will support minute taking, and the directorship will formalise these notes into the meeting minutes following peer review by the committee.
- We welcome Jackie Nixon to the committee as Membership Secretary, who will focus on internal communication and networking with the membership. With Jackie's knowledge and experience of the local Maidstone area, she will work closely with the directorship and our Social Media Manager to pursue opportunities to publicise MH events and workshops.
- We welcome Sarah McGovern to the committee as Social Media Manager. Following on from the last meeting, Sarah expressed interest in this role, and has been aiding MH in centralising the management of its social media accounts, as well as gaining access to previously lost ones. Sarah will play a crucial role in ensuring MH maximises online community engagement as well as marketing and advertising MH events and workshops.
- We welcome Gavin Blair to the committee as Welfare & Safeguarding Officer. His experience in managing and running welfare talking circles brings a unique set of skills and qualities that are highly valuable in various personal, social, and professional contexts. A significant aspect of MH's community outreach projects for 2024 / 2025 is focused around supporting individuals experiencing mental health challenges and trauma, therefore Gavin will be instrumental in delivering effective and impactful community outreach.
- In his new role as Director of Strategic Planning for MH, Simon put himself forward, and was successful in obtaining voluntary sector leadership mentoring, covering subjects such as bookkeeping, marketing, strategic planning, bid writing, etc. This mentoring has played a valuable role in ensuring MH remains focused in achieving its objectives over its future, and spurred the development of the MH Strategic plan document.

- **Strategic Plan & Funding**

- Since the 1st of April 2024, Simon has been developing MH's Strategic Plan in consultation with the wider directorship, committee, and mentoring programme. As of the 12th of July, version 1.2 is now available for review by the committee and sets out a clear vision and tasks, for short, medium, and long term objectives. Our immediate short term objectives are:
 - To fulfil MH USP (Unique Selling Point) attributes of being an "accessible" resource, MH must relocate to office space that's accessible for individuals

using wheelchairs and those with other impairments. The current space is located on the 2nd floor of the MCSC with no lift access.

- Currently engaging with MCSC around the prospect of relocating to a ground floor office space. **Awaiting update from MCSC.**

- To increase revenue generation. Two milestones specified, £3040.16 by May 2026, and £11,363.20 by 2028. The initial milestone is to fully cater for immediate operating expenditure such as insurance, marketing fees, bookkeeping software, and membership consumables / supplies. The longer term milestone is to enable MH the flexibility of expanding into larger space at standard business rates, rather than the current discounted rates offered by MCSC.

- Increase workshop delivery to 132 a year by May 2026 to meet the £3040.16 milestone.

- Increase workshop delivery to 330 by May 2028 to meet the £11,363.20 milestone.

- Over 2024, the committee made the decision to temporarily utilise emergency reserve funds to cover expenses necessary to facilitate the fulfilment of enhancing the laser cutter upcoming workshops. Financial forecast reports now indicate that as of August 2024, MH's emergency reserve funds will be fully resolved.

- Furthermore, By December 2024 operating profit will have grown sufficiently that it will now enable MH to sustain the ongoing costs of insurance covering liability including employers, trustee indemnity, legal expenses, and contents cover. Further growth required before operating profit fully sustains membership consumables / supplies on a regular basis, however this is being closely monitored and some provision does exist to start improving this.

- **MBC Creative Funds Grant**
 - In July 2024, MH applied to the Maidstone Borough Councils Creative Communities Grant. A fund designed to create a sense of pride in the area and allow an individual or group to get a project off the ground. There are four key priorities for the Creative Communities Grants:
 - Increasing pride in our borough and its communities
 - Increasing participation/engagement in arts and cultural activities; working with diverse audiences
 - Supporting new and existing creative talent in the borough
 - Promoting the benefits of arts and culture to our society, economy, health and wellbeing

- MH's bid proposal focused on increasing community engagement in STEAM through hands-on, accessible workshops. By integrating CPMR (Creative Practice as Mutual Recovery) principles, to provide innovative mental health support within a creative and collaborative environment. Our goal being to unite diverse community members to learn, create, and share their achievements, enhancing community spirit and pride.
 - 30+ applicable support services and groups within the MCSC itself (<https://mcsc.org.uk/member-groups/>) who are intended as the primary audience before extending to a wider audience.
 - As of the 1st of August, MH have been successful in being awarded £2000 for this project over a 12 month period, September 24 to September 25. This will be MH's community outreach work for the next 12 months.
 - **Action:** Sarah has offered to assist in developing an impact assessment form for attendees, to enable MH to report back to MBC at the end of the project the successful outcomes.
 - Sarah will also monitor our online analytics over this period for any specific online content we share on this topic, to also convey in any final reports the extent of the reach we managed to achieve.
- **Committee Members Training Day**
 - Simon has put together approximately 13 workshops around the use of the laser cutter in order to provide a diverse array of classes to advertise for this milestone of 132 workshops annually.
 - In order to do this, MH needs to increase the number of candidates who can fulfil the role of STEM Educators, and deliver these workshops.
 - **Action:** Simon to circulate email to committee and wider membership to seek interest on who would be willing to support this commitment, and be trained in depth, in the use of the software and hardware required to deliver these workshops confidently and competently.
 - It is anticipated that take up for the above from within the membership may be low initially, therefore the directorship has sought to utilise the services of the Kent volunteer partnership scheme to advertise and recruit STEM Educator volunteers, however before this can be pursued, employer liability insurance is required.
 - **Workshop and open Day Dates Q3/4 2024 & 2025**
 - **Action:** Simon to work with Sarah and Jackie in reviewing marketing material (including MBC requirements) for upcoming workshops, establish schedule and

material requirements per workshop. Workshops to be advertised on Sundays, and Open days on Wednesdays.

- **Micromouse Proof of Concept Test Day**

- Micromouse proof of concept is now in its final stages, but requires a full day of end to end testing, checking rules, and general event planning. Given the time required to market the event, and draw in sufficient attendee's it has been agreed to postpone the event to Summer 2025. **Action:** Simon to set a date in September to carry out this testing with the committee.
- **Action:** Mark to develop some educational material to be placed on the MH website to help inspire those who don't possess the experience to build a mouse on their own, and can use some of the code and instructional material developed by Mark to get them started.

- **Days Out**

- It has been suggested at previous meetings, the idea of organising days out and "get togethers" for the membership, outside of the space itself. This includes Christmas and or Halloween meals / buffet, visits to museums etc.
 - **Action:** Jackie to organise some different ideas to propose for the next 12 months.

- **Bookkeeping & Tax Management**

- MH needs to improve its bookkeeping and tax management process. This task is currently shared between both directors, and as the business increases its rate of transactions, the task of managing this without specific software becomes more challenging.
 - **Action:** Josh and Simon to look into and if suitable adopt Quickbooks Online, and review TaxFiler for the CT600 & CIC34 annual report.

- **2025 Arduino Marble Maze Project for summer fairs**

- Following an invitation to have a stall at the Maidstone River Festival, some thought has been given to improving our presence at such events. Simon has proposed for 2025 building an Arduino Marble Maze, similar to one of the game rooms in the Maidstone Prison Escape, as a means of showcasing our creative talent, and also providing something fun for visitors to try. At this stage, this is just an idea, no actions required at this time.