

**Minutes of the Meeting of the Co-operatives South East Board, held on
Tuesday 9th October 2012, at Prescott Street, London**

Present:	Graham Hammond (GH)	Co-operative Group
	Sally Reith (SR)	Shared Interest (<i>Chair</i>)
	Andy Syrett (AS)	The Co-operative Bank
	Nadiya Donovan (ND)	Wave
	James Mathie (JM)	Supporters Direct
	Donald Morrison (DM)	The Midcounties Co-operative
	Brian Morley (BM)	Community Savings and Loans (Berkshire Credit Union) Ltd
	Kathy O’Keeffe (KO)	Business & Communications Manager
In Attendance:	John Goodman (JG)	Co-operatives UK
Observers for part:	Nina Lambert	SACDA
	Phil Tyler	SACDA

- 1. Welcome, Introductions, Attendance and Apologies**
SR welcomed everyone and there were no apologies.

- 2. Minutes of Board Meeting held on 3rd July 2012**
The minutes were agreed as an accurate record of the meeting.

Matters Arising

KO had received no further response from Isobel Burbidge regarding additional Board Members from Midcounties.

Nina Lambert and Phil Tyler from SACDA had attended the AGM and stayed for the first part of the meeting as observers. The Board introduced themselves and the agenda was re-arranged to accommodate them.

Donald Morrison joined the meeting and apologised for his late arrival.

- 5. Activities**

Conference 2013

A steering group of SR, ND and KO had looked at the aims and content of the conference and been in touch with Brighton University to assess their interest. A further teleconference will be held next week.

SR outlined the conference aims of networking within the industry ie co-operatives and creatives, engaging with the University and students, learning more about co-operatives and collaborating, providing advice from creatives and inspiring delegates.

An initial outline of a full day and half day had been drawn up for discussion with the University. Late May was better for them and it may be possible to involve the students in a design competition to produce publicity material for CSE’s use after the event. It was suggested that an intern place may be available at one of CSE’s members or the conference speakers.

SR, ND and KO will continue to work on this going forward.

Action

IYC2012 Bursaries

No further applications had been received. KO to re-advertise again to members.

KO

JG said four free one day tickets per RCC were available to enable members to attend Co-operatives United and more may be available depending on the take up. KO to advertise to members.

KO

RCC Meetings

JG said a short RCC meeting would be held on 31st October at Co-operatives United to cover any crucial business. He agreed to try and set dates for 2013 at that meeting.

JG

4. Financial Report

AS circulated the accounts from 1st April to 5th October and reported that although grant funding applications had been delayed, £5k had been paid on account, £2.5k from last year and £2.5k for this year. Unrestricted monies stand at £15,833. Most of that is earmarked for the conference and administration of the organisation. KO asked for a budget to be set for the conference, AS suggested £7.5k but the figure would be revisited after more information was available from the steering group.

A decision on offering bursaries again next year would be made once the grant information was available. JG reported that a decision would be made following a meeting between CUK and CEH on 28th November. AS said the latest £2.5k had been to cover until 31st December but JG thought it covered to 30th September. AS to query with CEH and report back to the Board.

AS

SR thanked AS for his report.

The meeting adjourned for lunch at 12:35 and reconvened at 13.20.

7. Updates from other bodies

a) Co-operatives UK - There was no further information available.

b) Co-operative Enterprise Hub

Clive Fraser would no longer be the Hub representative on the Board - KO to remove him from the CSE Board circulation list. JG said it was seen as good practice to have a working relationship with the regional Hub member. GH said there was no representative at present so the Board suggested contacting Jo White to see if there was someone available to join the board in Clive's place or at least provide a regular written update - KO to discuss with JW. There was also a need for interaction with the CEH Board - JM to talk Angela Davies.

KO

KO
JM

GH to email the Hub Activity Report to KO for circulation to the Board.

GH/KO

The meeting was adjourned at 1.30 pm for the SGM. Nina Lambert and Phil Tyler then left the meeting which reconvened at 2.00 pm.

3. Governance & Membership

▪ **Role of Chair**

The role of rolling chair had been agreed by Board Members via email. It was proposed that when Board Meetings were set for 2013, the Chair would be decided as well.

▪ **Company Secretary Update** - There was nothing further to report.

▪ **Membership Applications** - No applications had been received.

6. Marketing & Communications Strategy

JG said John Atherton would be circulating a list of potential new members generated as a result of CUK membership applications.

A discussion was held on the benefits of joining CSE - Board Members to send KO any information they have on other RCCs along with what they feel are the benefits of membership to their organisation. KO to collate and forward to ND who will provide a draft to the Board.

JG to contact RCCs to see what their member benefits are and how they promote themselves.

SR to contact other RCCs' Twitter accounts. SR to email KO with Twitter details. ND to talk to Felix about the Twitter account email address.

It was also suggested to contact the CEH development organisations and ask them to promote CSE to new co-operatives. KO to talk to Jo White.

ALL/KO
KO
ND

JG

SR
ND

KO

8. Any Other Business

SR informed the Board of an ethical finance conference at the weekend and asked them to promote it.

9. Date of Future Board Meetings

15th January - Chair JM

30th April - Chair ND

16th July - Chair AS

8th October - Chair - BM

AS to book the venues.

It was agreed that KO would continue in post for a further 18 months - KO to liaise with AS about dates for the contract to bring it in line with CSE's financial year.

AS

KO

There was no other business and the meeting closed at 14.45.

Signed:

Graham Hammond – Company Secretary