

K1 Meeting Notes

K1 Development

KEY NOTES AND ACTION POINTS

Issued 20 March 2013



Project	Cambridge K1	Title	Meeting	Date	18 March 2013
				Deadline for actions	25 March 2013
Attendees	Chris Wilson, Robert Copcutt, Rhona Maclean, Chris Smith, Miranda Garfoot, Paul Rainsford, Christiane Meckseper, Ruth Diver, Chris Creasey for part	In attendance Observer	Adam Broadway Katie Earnshaw	Apologies	John and Nic Leighton, Donald Allwright, Ann Jarvis, Adrian French, Stephen Hill,

Subject Area	Task/Issue	Key Action	By Whom	By When
Welcome		Adam welcomed those present to the meeting and introduced Katie to her first meeting	ALL	
Minutes from Previous meeting		Approved and no matters arising	All	
Steering group		<p>Adam reported on the follow up to the steering group meeting.</p> <p>Richard Egan, Cambridge City Council, has taken on board issues from the meeting and sought a decision from Cllrs on:</p> <ul style="list-style-type: none"> • Approval to the revised programme • The steering group meeting monthly • Issues re fees and funding of professional services. • The request for an on-site sign board <p>Adam reported that City are keen for the group to progress the formation of the company as soon as possible to confirm commitment and address some issues of funding for professional services.</p> <p>Adam reminded the group of the sensitive and political</p>	ALL	Priority

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		<p>balance re the issuing of notes of meetings. It was agreed that Adam would ask City re the distribution of steering group meeting notes.</p> <p>CC suggested that a non-disclosure agreement could be entered into once the company is formed.</p>	<p>ASB</p> <p>CG</p>	<p>ASAP</p>
Client Brief		<p>Adam tabled a quick summary from Jim re a work programme which fitted into the new schedule of meetings.</p> <p>This was briefly reviewed due to it being only just issued. Adam to issue to all.</p> <p>Following discussion it was noted that:</p> <ul style="list-style-type: none"> • Space at start of each session to review previous outputs • Time at end to capture issues agreed/to be resolved <p>The meeting discussed the issue of progressing the scheme design. Adam confirmed that as the issues are resolved progress on scheme layout would progress, though this must continue in a structured way.</p> <p>The next Client Brief workshop is on Sat 6 April 2013 at Meadows Centre.</p>	<p>ASB</p>	<p>ASAP</p>
Legal working group		<p>RC reported on initial progress from the working group.</p> <p>RC confirmed that Enlinca has copies of the legal structures from some of the other Cohousing projects. RC agreed to issue/circulate amongst the members.</p> <p>RC reported that the LWG ask each members identify their key issues/priorities.</p> <p>Following discussion it was agreed:</p> <ul style="list-style-type: none"> • Members would be asked re their issues/priorities in form of key questions • Issue to be key item for next business meeting 	<p>LWG</p> <p>ALL</p>	<p>ASAP</p>
Decision Making Working Group		<p>Rhona reported that progress had commenced and that options would be presented at the next meeting.</p> <p>It was recognised that this process needs to be put in place as at present no issues have had to be finalised but this situation is likely to change.</p> <p>Robert suggested that some training might be required. RC to issue previous notes.</p>		

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		It was agreed that the working group would test members with a question/theme.	RMc/CM	
Treasurer's Report	Needs resolution	Bank account still to be set up. JL is still chasing. The Group agreed that JL contact Lloyds and instruct that if the account is not established within five days to switch to another bank. ASB to instruct JL	JL JL ASB	By 23 March
Membership Arrangements		The meeting discussed the issue of membership. It was agreed that:- <ul style="list-style-type: none"> • JL to issue everyone the membership form and each member to complete and return to John. • Membership to remain open at present though to consider a possible cut-off date. • The legal working group consider the issues of formal membership/fees/waiting list management. 	JL LWG	Report next meeting
Procurement		ASB reported that SH is leading on this. A proposal is being prepared for presentation to City for approval. ASB reported that a procurement process which avoided the OJEU requirements is being proposed as this would be less bureaucratic/costly.	SH	asap
Marketing and Communications	On going	Chris W confirmed that the web site was under his management. Everyone has been invited to join and gain access to members area. This is to be tested. CW requested that:- <ul style="list-style-type: none"> • Front page need re-writing • It was agreed this to contain real stories and pictures/quotes. <p>Following discussion:-</p> <ul style="list-style-type: none"> • Chris Smith agreed to help produce a You Tube video. • ASB to issue flyers and leaflets to Paul. • Robert to chase Jo at Cohousing Network re article on their website. • Agreed that ASB produce an editorial based on some group members as case studies. CW/RC/HS offered to be case studies. 	CW/All Members CS RC ASB	
Programme		ASB reported that the revised programme presented to the Steering Group was accepted in principle but needed formal	ASB	

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		<p>approval. ASB to issue to all.</p> <p>Robert proposed that the group work to speed up the delivery programme where possible.</p>		
AOB		<p>Ruth raised the issue of Deal Breakers. It was noted that to-date no issues have really taxed the group. However there are likely to be key deal breakers such as sales restrictions and liabilities. Following discussion it was agreed that space in the agenda be given to addressing key deal breakers.</p> <p>That this issue further supported need for a decision making protocol.</p> <p>It was also agreed that post any event key actions/decision need to be circulated amongst the group members for action.</p> <p>RC reminded that the Cohousing AGM is in May and being held at Threshold in Gillingham, Dorset.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>	Next meeting
Next Meeting		<p>Next Main Group meeting: Thursday 4 April at Meadows Community Centre.</p> <p>The next social event will be at John and Nic's on Thursday 21 March.</p>	ALL	
Contact details	For info	<p>email adam@instinctivelygreen.co.uk or Phone 07817 888448</p>		