**Southsea Green Community Garden Management Meeting Minutes 30.05.2022**

**In Attendance**

**Steve Baker Chair; Vanessa Cooter Events; Tom Fox General; Carla Read General, Goff Gleadle Head Gardener; Zara Baines Marketing; Jenni Van Wijk General; Peta Sampson Secretary, Helen Fellows Outgoing Chair**

**Apologies; Samuel Hollis Treasurer**

1. Carla reported that our insurance has been renewed with Zurich, she will organise a copy of the document for the cabin. Minor on-going issue with lease signatures still to be resolved but in hand. Changes/additions to bank account signatories to be initiated. **Action PS & SB to supply relevant information to CR**
2. Victorious festival liaison continues re number of comp tickets available for our stakeholders **Action CR**
3. Steve outlined his vision for working together effectively by making use of existing and previous docs and processes where possible. To operate effectively, decisions to be taken by relevant parties rather than the committee as a whole to ensure quick solutions. He has observed examples of firefighting and feels that we can prioritise events and activities by reflecting on their relevance and benefit to the garden. One of the key benefit criteria is volunteer procurement. Where possible we will aim to work in partnership with other groups across the City. Initially, we will develop a direction of travel for the Garden whilst a longer term strategy is reviewed and developed. Individual MM team members urged to think about their skills and decide what they can offer to the community **Action ALL plus a list of existing and potential partners by SB with input from MM team.**
4. Broad discussion of roles. Specific roles allocated already Chair SB, Sec PS,Head Gardener GG, Marketing ZB, Events VC with input from JVW who will offer reiki amongst other wellbeing workshops. Marketing is likely to cover website comms and may involve Chris Mac. The gate is in need of repair and is a powerful marketing tool as the garden gateway. Talks are underway with local artists to find a solution. It may be possible to crowdfund to make this happen. **Action ZB,SB**
5. Management team still needs to fill two further roles, a volunteer coordinator and membership secretary for which a candidate exists.
6. Steve and Zara will meet to discuss channels for comms and report back. **Action:SB, ZB**
7. Central filing system (Google drive) to be available for all to upload and access documents - system to be simple and intuitive. Jenni has a list of platforms and permissions to forward to ZB to facilitate effective internal and external communications. A log of emails and phone contact details will reside in the drive.**Action SB,PS, JVW, ZB**
8. Vanessa to coordinate events and meetings. She will work on a central calendar that can be accessed through the shared drive. **Action VC**
9. Program of bids for funding to be developed to give access to a constant and consistent revenue stream so that we can achieve our aims. **Action: SB, PS**
10. Initially, meetings will be planned on a three weekly basis. Doodle suggested as a useful tool to schedule these sessions. Peta to investigate the programme and check availability of the management team for the next meeting. Once the date is agreed, Zara will contact Beddow library for availability on the selected date. **Action PS, ZB**
11. We currently have working funds of approx £3,000. Steve suggested we buy a domain name and email account which would be in the region of £185. There may be opportunities to develop other revenue streams linked with local businesses
12. The major priority is recognised as getting the gates open to build and grow our community, ideally would like to work towards a paid position to get and keep the gates open, this role would focus on garden care and management. Goff opens the garden every Tuesday approx 10.30 to 12. He is away for the next month so Tom and Zara will provide cover during this period. **Action ZB, TF**
13. Existing events will take place, scheduled talks and workshops publicised in Flagship and 60+ festival. Peta to send details to Zara who has agreed to plan this event as it does yield volunteers.. **Action ZB**

**Huge thanks from all the current management to outgoing Chair, Helen, who will continue to be involved in the garden we are all delighted to report.**

**Action List by item**

**Peta 1,3, 7, 9, 10**

**Steve 1, 3, 4, 6, 7, 9, 10**

**Carla 1, 2, 3**

**Zara 3,4, 6, 7, 12, 13**

**Jenni 3, 7**

**Vanessa 3, 8**

**Tom, 3, 12**

**Sam 3**

**Goff 3**