

Minutes of Humanitarian Centre Trustee Meeting **9th April 2008, 1830 – 2030 at the Humanitarian Centre**

Present: Walter Herriot (Trustee), Tim Reynolds (Trustee), Peter Last, Alice Piggott (Member Representative), Julius Bruch (Member Representative), Ian Steed (Manager)

Agenda:

1. Apologies for Absence

Apologies for absence were received from Anne Lonsdale, Steve Jones and Surbhi Shah.

2. Minutes of the meeting of 9th January and Matters Arising

Item 2 – Trustee position. Peter Last was appointed to the Board of Trustees as Treasurer. It was agreed that he should become a signatory on the account.

Item 2 – HC media strategy. IS reported that an account of the HC Annual Lecture had appeared in the CEN, and been followed by a piece on the HC in supporting humanitarian entrepreneurship.

Item 2 – Use of HC space. IS reported that Mills&Reeve had completed the work on the likely legal position of the HC in relation to its use of the Fenner's rooms. This had resulted in letters being sent to ShelterCentre, Engineers Without Borders and Aptivate confirming similar terms to those that the HC enjoyed with the University.

Item 5 – Accounts for 2006 – 07. IS reported that accounts for 2006 07 had been filed with Companies House, as had Annual Return and Corporation Tax return.

Item 6 – HC Annual Lecture. Trustees noted that the Annual Lecture had been very successful, with an excellent speech and atmosphere.

3. Fundraising strategy

IS reported that an anonymous donor had agreed to provide £33000 a year towards HC core costs for the next three years, subject to satisfactory use of funds. This would provide a solid base from which to develop the business and bring in further funds as required.

Trustees agreed that there should be a meeting following the May AGM to map out HC strategy for the next 18 months, and that IS and WH should meet with the donor following this to discuss expected outcomes from the funding.

In the meantime, fundraising should continue, in particular for an intern position for the 2008 09 academic year. IS had arranged to meet Tim Minshall in the week of 21st April to discuss opportunities for approaching Gatsby Trust, and WH was to investigate potential European opportunities via EEDA.

4. Humanitarian Centre business plan, draft 18.03.08

Trustees noted the plan, which would form a basis for the May strategy meeting.

5. Update on financial position and financial management

Trustees noted the balance sheet which showed a healthy bank balance. IS reported that PL had spent time looking at HC financial processes; one output of these meetings would be a financial handbook in due course.

6. Proposed Agenda and notes for HC AGM, 7th May 2008.

Trustees noted the format of the AGM as part of the termly 7way networking meeting. They approved the draft agenda, subject to addition of approval of the accounts, and checking as to whether Chair's and Treasurer's reports were required at a charity AGM. IS would confirm individually with trustees that they were willing to be nominated to continue.

Action: IS

7. Institute of Continuing Education collaboration 2008 09 and beyond

IS reported that, following a successful series of modules, the collaboration with ICE would continue next year. Trustees agreed that module prices should rise to £105 / £85 to absorb the cost of the increase in dues to ICE. Initial discussions were under way to explore whether these (and other) courses might be offered online in future years.

8. Forthcoming events

Trustees noted the forthcoming Humanitarian Entrepreneurship conference and Garden Party (11th and 18th June respectively.). It was suggested that the National Centre for Graduate Enterprise might be a potential contact for the HC.

9. Applications for HC membership

Trustees reviewed the list of membership applicants, and requested that it be circulated to all trustees for comment in time for the AGM. They agreed that independent organisations working towards charitable status should still be considered for membership, the change in Charity Commission criteria having raised the bar to an annual turnover of £5k being unrealistic for early stage organisations. It was agreed that the HC should continue to research and contact organisations who might be potential members.

Action: IS

10. Papers for information

11. Any Other Business

JBS students – trustees were asked to make time to meet with students carrying out the business development project with the HC.

HC website – IS reported that a new website was currently being developed by volunteers

CU 800 Fund – IS and JB described potential applications to the 800 Fund: a film project and an expanded International Development Course.

12. Reserved Business

Next meetings: HC AGM on Wednesday May7th at 6pm
Strategy meeting – TBC (May)
Trustee meeting – Wednesday 9th July at 6pm