

Minutes of Humanitarian Centre Trustee Meeting

9th January 2008, 1830 – 2030 at the Humanitarian Centre

Present: Richard Carter (Trustee), Walter Herriot (Trustee), Anne Lonsdale (Trustee), Tim Reynolds (Trustee), Alison Walsham (University Society Treasurer), Dom Vergine (Member Representative) Ian Steed (Manager)

Agenda:

1. Apologies for Absence

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

2. Minutes of the meeting of 17th July and Matters Arising

Item 2 – Trustee position. IS suggested two further potential trustees, and the Board agreed that they should be approached with a view to joining the Board in due course.

Item 3 – HC media strategy. IS reported that a double page of *The Cambridge Student* had featured the HC and member organisations. A local journalist had advised that there was probably not much interest for the newspapers on HC activities per se, but trustees suggested the CEN business awards and local television as possible avenues for further exposure. Increasing exposure of HC members would also raise awareness of the HC.

Item 7 – Use of HC space. IS reported that Mills&Reeve were currently undertaking *pro bono* work to provide trustees with further information on the HC's legal position in respect of use of the Fenner's rooms. Whilst this would not be conclusive, it would enable HC trustees to clarify the positions to member organisations using long-term space.

3. Fundraising strategy

The HC manager described current progress on fundraising. Initial fundraising had suggested that there were some limited opportunities for support from local companies and also from trusts. These were however unlikely to cover the whole of the 2007 – 08 budget.

Trustees discussed opportunities for collaborative projects that might allow the HC to expand through grant funding, in particular in the niche between NGOs and academia. DV described Aptivate activities in supporting research networks, and felt that there might be opportunities for the HC to collaborate in these or similar activities. IS reported that there was no firm date for the tender process for knowledge hubs in disaster relief arising from the Higher Education Disaster Response report, but it was agreed that the HC should monitor and tender with suitable partners if appropriate.

HC support to entrepreneurial activity in the sector was also a potential avenue for funding.

Trustees agreed that the HC should continue to pursue contacts with identified individuals, companies and trusts, but also start to explore grant funding opportunities.

Action: WJH contact Cambridge Enterprise and Cambridge Angels
 AL contact Peter Agar, Brussels office

IS contact ESRC / EPSRC. Develop business development project for JBS
MST students

4. Update on current financial position

The balance sheet for 1.08 – 31.12 showed that the current position of the HC was stable, and some reserve was gradually accumulating. Trustees noted that the historical HSBC account had now been closed.

5. Accounts for year 2006 – 07 and trustees report

Trustees accepted the accounts drawn up by Chater Allan for the financial year 2006 – 07 and for the February – July 2007 filing with Companies House. They accepted the draft trustees' report with minor changes.

6. Forthcoming Humanitarian Centre events

Annual Lecture, Wednesday 6th February. Invitations had gone out for the Annual Lecture, which would be attended by the Mayor of Cambridge. Interest in the Lecture seemed high, and it promised to be a high-profile event for the Humanitarian Centre. Trustees were encouraged to invite contacts to the event.

Action: IS circulate template invitation.

Further forthcoming events include:

7. Applications for HC membership

Five organisations had formally applied for HC membership so far: these were Camvol, Cambridge University International Development Society, Cambridge Oxfam group, ShelterCentre and Bridges to Belarus. Trustees agreed to deal with membership applications at meetings, and asked to receive a short summary of each organisation's activities. They provisionally agreed membership for the above organisations subject to receiving the summarised details.

Action: IS circulate brief details on applicants to trustees

8. Papers for information

Managers' Report. In response to the report, trustees suggested that there might be opportunities to expand the scope of the Certificate courses through the CPD directory and East of England further learning organisations.

9. Reserved business

10. Any other business

Publishing HC trustee minutes. Trustees confirmed that confirmed HC trustee minutes should be made available through the website, excluding any reserved or personal business. *Paternity leave.* IS reported that he was expecting to take two weeks of statutory paternity leave during March.

11. Next meeting

The date of the next meeting is Wednesday 9th April, 6.30 – 8.30 pm.