

## **Minutes of Humanitarian Centre Trustee Meeting**

### **26<sup>th</sup> November 2010, 14.00-16.00 at Hughes Hall, Cambridge**

**Present:** Steve Jones - SJ (Chair), Ian Steed – IS (Director), Richard Carter - RC (Trustee), Peter Last – PL (Treasurer), Amy Mokady - AM (Trustee), Tim Reynolds - TR (Trustee), Sarah Squire - SS (Trustee), Emma Jackson Stuart - EJS (Intern).

#### **Agenda:**

##### **1. Apologies for absence**

Apologies for absence were received from Dominic Vergine.

##### **2. Minutes of the meeting of 17<sup>th</sup> September and matters arising**

Humanitarian Centre space usage – IS held a meeting with organisations using space in room 8, and Global Thinking and Cambridge to Africa were now both using space on a regular basis.

##### **3. Humanitarian Centre strategic approach 2010 - 2013**

- Second staff member: IS presented a proposed role description for new Projects Officer. The trustees agreed on a timescale for recruitment (advertise mid-December, interviews mid-January, role to start in Feb/March). The cost implications were considered and new forms of funding discussed, with an agreement to seek more sponsorship.
- Annual Report: the Trustees decided not to print this, as previously suggested, but to continue publishing an electronic version.
- Theme for 2011-12: the Trustees agreed that the theme will be Health, unless IS encounters any major problems or objections. SJ suggested setting up a meeting of key players to begin brainstorming plans for the year.

##### **4. Update on current financial position and financial management**

PL presented Profit & Loss accounts for August to November 2010, which showed the HC is in a healthy financial position.

##### **5. Policy on advertising overseas volunteer positions**

IS raised the question of HC liability for volunteer placements that we advertise. SJ suggested checking the legal position with a lawyer. It was agreed to publish a disclaimer on the 'Volunteering Opportunities' page and ask organisations to agree to the HC Guidelines for sending volunteers on overseas placements as in interim measure before legal advice could be sought.

##### **6. Update: Cambridge Development Report**

The Development Report has received positive feedback and good coverage in the local press. Distribution is ongoing.

##### **7. Update: ICT4D**

- The ICT4D events to date have been well attended and successful, again with good press coverage.
- Plans for ICT4D events in Jan-March 2011 are being finalised.

- Future tasks: working with a volunteer to evaluate impact and outcomes, planning conclusion/follow-up/sustainable ICT4D activities, and planning the 2011 Development Report (ICT4D theme).

**8. Update on Humanitarian Centre website**

- The new website is receiving about 75% more visitors than at the same time last year, with an average of 50 unique visits per day.
- The Cambridge Directory is functioning well but needs to be populated more extensively.

**9. ReBuildDD satellite imaging project**

IS mentioned the HC's minor role in supporting the Architecture Department in a successful application for EPSRC commercialisation funding for previous research into remote disaster recovery monitoring.

**10. Humanitarian Centre membership applications**

Membership applications approved for Global Thinking and Lawyers Without Borders (LWOB) Cambridge.

**11. Any Other Business**

- The Annual General Meeting will take place on Friday 21<sup>st</sup> January 2011.
- The Annual Lecture will be on 7<sup>th</sup> February. Masood ul-Mulk (CEO, Sarhad Rural Support Programme) will discuss Humanitarian-Military interaction during conflicts and emergencies in Pakistan.
- The next Trustee meeting will be on Friday 11<sup>th</sup> February at 2pm.