

Rhondda Community Business Initiatives Ltd.

Minutes of the Board of Directors meeting held at 2 pm on Thursday, 24th Jan. 2008

Present: Neal Hammond, Wyndham King (Chair), Mal Brewer, Mike Chapman, Dai Williams, Em Jenkins, Pauline Worman, Brian McGrath, Shan Farr

Apologies: Gerda Beckers

- 1) Minutes of the last meeting, held on 17/12/07, were accepted as a true record.
- 2) Wyndham welcomed Shan as a new director.
- 3) Matters arising: Mike has reported the infestation of pigeons in Bethesda Chapel to the chapel's solicitors.
- 4) Correspondence: (a) Judith Stone (WCVA) re Convergence Fund. This gave rise to a discussion about what was meant by 'targeted' areas. It was agreed to take a two-pronged approach: one political via Em, and one seeking information from Peter Mortimer (RCT). (b) Geraldine Delaney proposing a meeting re Building Preservation Trust. Agreed by BPT Trustees to meet Geraldine on 15th February.
- 5) Discussion Document:
 - Keeping records of films: Neal & Dai.
 - Improving advertising: to be discussed at a special sub-committee.
 - Matinees: to be continued and developed. A new marketing drive is to be initiated, targeting new groups and organisations. Further discussion at sub-committee level.
 - Film Club: to be discussed by Neal, Mike, Dai, Craig and Lee (possibly June). Aim: to start an advertising campaign to attract members, and to test viability of a second screen and possibly obtaining a DVD projector. Programming to complement the mainstream film programme also to be considered. Not forgetting financial implications.
 - Kiosk: organisation of kiosk to be discussed at sub-committee level. June has indicated that she would like to continue with kiosk.
 - Hall hire: there is to be a new promotional campaign. Oasis church's position is to be clarified. Discuss at sub-committee level.
 - Own theatrical productions: What is Craig and Lee's intention about their planned productions? Will they be operating under our name or a different name? To be clarified at sub-committee level. The Night Out programme is to be investigated.
 - Bingo: to go ahead as soon as possible, organised by Pauline, Dai, Mike, Shan (and Anna temporarily). Intention is to provide Bingo on Monday afternoons: frequency to depend on demand.
 - Bar: Neal to investigate possibility of providing a bar or lounge, and report back.

- Marketing: a big effort to improve our marketing strategy along the lines already discussed.
 - Ambience: an effort to improve the outside appearance of the building is to be undertaken as soon as possible. The parts of the building used by the public are also to be looked at, but many improvements have already been carried out and Mike will continue to be in charge of maintenance and repairs.
 - Grants will continue to be investigated by Neal.
 - A cost cutting exercise is already underway, and is to be continued. Neal and Mike are to meet John to discuss how we can make best use of him as our only remaining employee. Every-one has a part to play in staying within the budgets indicated in our cash flow forecasts.
 - Contingencies: one of our aims is to create a contingency fund for possible emergencies.
 - Reporting and recording: Systems are to be developed and improved. Neal is to co-ordinate.
 - Health and Safety: Brian and Em are to meet Neal to formulate a Health and Safety Policy.
 - Complaints: Brian and Em are to meet Neal to discuss a policy for dealing with complaints and for dealing with the public.
- 6) Any Other Business: A request was received from the local police community officer to establish a base in our main office. This was agreed in principle with the following provisos; there should be some financial contribution to office running costs and that there should be some recognised provision for confidentiality, working both ways. The use of a separate room is permissible.

Next Meeting: 2pm on Thursday, 21st February 2008.