

## **FRIENDS OF CYBERZONE Meeting**

**Saturday 29<sup>th</sup> March 2008**

### **Present:**

Christine Rose (Chair)  
Jacqui Paschoud (Vice Chair)  
John Paschoud (Treasurer)  
Pat Raven (parent)  
David Donnelly (parent)  
Jacqui Cook (parent)

Alex Spiers (HoriZones Centre Manager)  
Sadhana Sutar (CyberZone Manager, acting Secretary)  
Sally Fricker (Independent Grants Officer)

### **MATTERS ARISING - PREVIOUS MEETING MINUTES**

#### **BBC CiN grant 2006/07**

Sally reminded the committee that the grant money is yet to be spent and a project report submitted before a new application can be considered. Jacqui C offered to place further orders using her personal credit card and claim reimbursement from FoC today. This was agreed.

#### **Actions:**

- Jacqui C to place further orders until the entire grant money has been spent.
- John to arrange reimbursement today.

#### **Content Management System**

Alex suggested free-tools be used to put information on the internet before further action is taken to bid for and purchase a content management system. Sadhana confirmed that new volunteer Tuyen was recruited this year who has been in contact with John about the CyberZone news blog. When Tuyen returns from sick leave she will work with a group of children/young people as CyberZone's news-blog editors.

Sally reported that Signal recruited a volunteer who uses free-tools and affordable (approximately £400) software to monitor blogs. She found face-to-face contact with the volunteer helpful.

#### **Signatories**

Clarification was sought from John as to whether bank account signatories had been changed. John confirmed that he had submitted the form to HSBC but had not received a reply. He offered to check with HSBC today and the change was later confirmed.

### **FUNDS AND FUNDRAISING**

Sally reported that Help and London Child has awarded funds for training of £1,900. It appears that the Thomas Bailey cheque for £2,000, also for training, has gone missing before being cashed.

#### **Actions:**

- Sadhana to organise training for CyberZone members and volunteers.
- Sally to arrange cancellation of Thomas Bailey cheque and request a replacement.

Help a London Child received Andy and Sally's report and raised 3 minor queries.

**Action:**

- Sally to contact Andy and respond to the queries.

Sally advised the committee that approximately £5,000 of the Local Network Fund for trips is yet to be spent before a report and future funding application can be submitted. The report is due on 31<sup>st</sup> March 2008.

**Actions:**

- Sally to negotiate extension from LNF.
- Sadhana to organise 3<sup>rd</sup> trip to take place in the very near future.

**BBC CiN 2008/09**

Sally suggested applying for trips for the year September 2008 to August 2009, presented options, and favoured her self and Jacqui C to be included as contacts for the application. This was agreed.

Sally asserted that the wording for booking forms should clearly state that charges to members go towards the cost of organising trips. This was also agreed.

**Actions:**

- Sally to submit application.
- Sadhana to check wording on booking forms and amend them as agreed.

**TRIPS AND RESIDENTIAL**

Jacqui P's research findings about members' residential preferences are yet to be circulated by FoC.

**Action:**

- FoC to update the research information, set a meeting date and give this in the form of a flyer for Sadhana to mail out with the next newsletter.

**BOARD GAMES**

Some parents/carers have requested board games at CyberZone and it was agreed that these should be donated as there is currently no budget available for purchasing.

**Action:**

FoC members to arrange donation of board games.

**ANNUAL ACCOUNTS AND CHEQUE SIGNING**

Sally stated that the annual accounts are now due and offered to provide a draft set for John to finalise. This was accepted.

**Actions:**

- Sally to draft accounts.
- John to finalise accounts.

Permission was granted by the committee for John to sign 3 (three) blank cheques for Jacqui C and Sally to be reimbursed for BBC CiN spend and Sally's March 2008 invoice. This is because he had to leave the centre before he could check receipts and invoices. The blank cheques are to be completed by Sadhana after all receipts and invoices have been collected from Sally and Jacqui C.

**FAMILY LEARNING WORKSHOPS RESEARCH**

Sadhana mentioned that Angela will be doing some research over the coming weeks to find out what members want from the family learning workshops. She prompted all those present to give their thoughts to Angela in conversation and/or by completing a questionnaire.

**MANAGEMENT**

Alex suggested that FoC committee meetings be followed by a separate management meeting. This was agreed.

**AGM**

The next AGM will be on Saturday 10<sup>th</sup> May 2008 and then each February onwards. Committee members are expected to arrive at 11am for an 11.30am start. The agenda is to be circulated in advance with copies available on the day.

**AOB**

Christine thanked Sadhana for watching the front doors in addition to her usual duties. She also thanked all those present for volunteering their time in the interests of CyberZone.

**Next FoC meeting date**

11am, Saturday 17th May 2008

11am, Saturday 19th July 2008