**Sensing Friends AGM**

**Date: 15 May 2025**

**Attendees:**

 (Please note down attendees here)

Ellis (Minute Taker from AI notes as had to leave early on in the meeting)

Penny

Peter

Sophie

Sara

Tara

Moira

Emma D

Holly

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Introduction:

Adenda:

* **TAR (trustee annual report - Tara)( 2 min)** - *discuss the trustee AGM and what was written in the*

*report/agreed by the trustees. This document will become publicly available so it only needs to be an overview as some things will be covered in other sections of the AGM.*

Tara asks trustees to confirm their willingness to continue in their roles on the Trustee Board for the next year. Pete provides a financial update, detailing the organization's income and expenses for the past year, including donations, refunds, and various expenditures.

* **Accounts** *(Peter) (****10 mins****) - updates on the funding we have recently received,*

*what this money is intended for etc. see more on accounts below.*

The group discusses the balance sheet and budget template, noting that the organization's fiscal year doesn't align perfectly with the Big Lottery funding year. They encounter some difficulty locating a specific budget document during the meeting

* **HR and Training**- (Ellis) (5 min) *Ellis will be taking on HR responsibilities, which will help with team*

*management as well as prioritising things like training and policies (more on these below)*

*We are currently looking into funding for this which ties in with our fundraising points, also up for discussion below.*

The meeting discusses several aspects of the charity's operations and fundraising efforts. Penny reports that Ellis is looking into the legal aspects of running as a charity, focusing on HR policies and training. The group emphasizes the importance of first aid training for all staff members, with Sara suggesting it become mandatory. Penny also mentions the need for health and safety training, particularly for maintenance work. The discussion then shifts to fundraising, with Penny highlighting the need for additional funds to cover training costs. More below.

**Health and safety** - *We have no funding for external training, however we will either be creating some internal training and will keep the team updated on the progress of this or look into free training within the charity sector. We hope to roll this out by the end of summer.*

Training to be looked into as above.

**First Aid training** - (5 mins)*We are in the process of discussing and arranging first aid*

*training for team members working at the Plot. We are looking into funding for this (more on fundraising below). All team members will need to take part in the first aid training and renew every 3 years.*

Training to be looked into as above.

* **Fundraising** (Penny) (5 min)***-***

*We are**looking at having donation pots at the plot.*

*Plans to take part in active fundraising which would include researching and applying for grants to cover the costs of things like training and group equipment.*

*Ideas on fundraising day? Sponsored something etc.*

The group explores various fundraising ideas, including donation boxes, online donations, and subtle reminders to clients about voluntary contributions. Emma suggests mentioning donation options at the end of counseling sessions, particularly for adult clients.

* **Policies** (Penny) (5 mins)

*Lone working - Working from home and at the plot solo*

*Whats app/Communication / Online Privacy*

*Group Boundaries - Team Policy*

*Adding into health and safety policy points around risky work such as at the plot. This will align with the lone working policy.*

* **Plot 97** *- (Penny) - With support from Davide and Louis (10 mins)*

***More groups and use of the plot***

*Working wednesday - people over the age of 18 will be welcomed to do some voluntary work at the plot - setting up the pond etc.*

*We welcome ideas for which groups you like to see happening at the plot?*

*The team discusses recent developments in their youth program, including the launch of Friendly Fridays, which has attracted new young people. They have restructured the program to include a "soft start" with various activities from 3-5 PM, followed by announcements, group check-ins, and shared meals. The group emphasizes community building and providing support to young people. They are also working on creative projects at their plot, including art installations and sculptures, to engage the youth and help them make their mark in the community. The team is considering starting a parent support group and exploring ways to involve older youth in volunteer work at the plot.*

* **Beneficiaries**

(Sara) (5 mins)

*Our impactful work with the launch of Friendly Fridays and an increase in new young people being introduced to Sensing Friends and attending this group.*

*One group option would be to provide a parent group - providing support to families as well as the young people.*

***Summer holidays*** *- one friendly Friday Bring your family to Friendly Friday. This might provide space to discuss the idea of a family support group with the parents.*

*(Penny) (5 mins)*

***Arts projects*** *- getting the shed decorated / painted with individual motifs, markers, drawings etc from the young people*

***Sculpture for the plot*** *using material we already have and things we can get donated to create this.*

*One thing that has already started to happen is that Davide has repurposed the frame for the trampoline to create an archway. We have a view for this to be turned into something creative.*

*Davide has also started to create some grass chairs - taken an old chair, covered it in soil and seeds and now we have a grass chair.*

*We could do more of this, what would you like to see?*

 A discussion was had about the need for a list of options for the allocation of funds, and the possibility of creating a sculpture or a family support group.

**Peer mentors -(5 mins)** *Getting a young person to become a peer mentor who would be the point of contact for the other young people to discuss ideas and provide feedback. We plan to create a sort of ‘job spec’ to clearly set out what this role may include. We will get the young people involved in creating this and it can be taken in turns (every 6 months for example)*

*Any other ideas?*

**Involving Young People in Organization**

Penny proposed the idea of involving young people more in the organization, including peer mentoring and becoming a trustee or committee member. She suggested offering work experience opportunities to the older young people, possibly through a partnership with an organization in Brighton. MoiPhone offered to help with this idea, having a close working relationship with the organization. Tara agreed to set up another meeting to discuss the idea further. The team also discussed the possibility of organizing team days every quarter and away days once a year.

**Team Bonding and Inclusion Strategies**

Penny discussed the importance of team bonding and community building, particularly for self-employed team members. She mentioned the idea of organizing quarterly away days at their own plot to foster a sense of purpose and connection. Tara raised concerns about team inclusion, particularly in work groups, and suggested gathering more feedback from team members and young people to ensure everyone feels included. Penny agreed to tackle this issue and suggested conducting surveys or questionnaires to gather more insights. The team also discussed updating the website with images of the team and potentially using avatars or Bitmojis to represent themselves.

* **AOB - (5 mins)**

**Away Days -** (Penny)

*Plans to do one a year still and then every quarter do a team day.*

*What would we like to see happen with these?*

**Inclusion** *- Do the team members feel like they are able to be included to work in groups that we start running, where practically possible and if not, are there any helpful suggestions on how we could make this more inclusive?*

**Website**

*Discussion about website changes*

*Images of the team - potentially avatars for each team member?*

**Website Updates and Social Media Integration**

The team discussed the need for website updates and integration with social media. They also set goals for the coming year, including health and safety training, 1st aid training for plot team members, and creating and amending policies. Ellis will work on the policy creation. The team aims to raise at least £1000 by the end of the financial year, with the allocation of funds to be decided.

**Humor in the Workplace Get-Together**

In the meeting, Sara proposed the idea of incorporating humor in the workplace as a theme for one of their get-togethers, emphasizing the importance of appropriate humor in creating a friendly environment. Penny agreed, highlighting the importance of humor in their group's dynamics. They discussed the possibility of creating a working document for people to add their thoughts and ideas, and the idea of a poll to determine the allocation of funds. Tara suggested getting ideas from the Whatsapp group and the trustees group. They also discussed the need for a list of options for the allocation of funds, and the possibility of creating a sculpture or a family support group.

**Meeting Summary and Action Items**

The meeting concludes with Moira expressing gratitude for the work done by everyone involved. Penny thanks the trustees for their support and expresses appreciation for working with the team. The group confirms that all agenda items have been covered, and Moyo offers to help Penny with the Dominica team action item in the coming week. The participants note the effectiveness of the AI companion in listing action points from the meeting.

**Set our goals for the coming year.** (Ellis) -**(20 mins)**

 Based on the discussions above, these are the goals we have outlined for the year, read the goals and ask if the team have any other ideas or if they are happy with what is noted here.

These goals are things we will aim to complete between now and the next AGM in 2026. We have set realistic time frames in order to achieve these goals.

* Health and safety training by the end of Summer.
* First aid training for plot team members. - aim to achieve this by Summer.
* Creating and amending policies as outlined above. - Ellis to work on over the coming months.
* Arranging fundraising activities and plan to raise at least £1000 by the end of the financial year (January) Ask team - Where would we like this allocated? - HR, Groups??
* Creative enhancement of the plot with the young people's participation - shed makeover, creating a sculpture etc by the next AGM in 2026.
* Sourcing donation pots and/or zettle pads for card donations by June.
* Allocate a peer mentor - By Mid June
* Create a family support group - By the end of this year.

Next Steps

* Penny to share the balance sheet and budget template documents with the team.
* Ellis to continue working on HR policies and legal aspects of running as a charity.
* Penny and Ellis to arrange health and safety training for the team by the end of summer
* Penny to organize first aid training for all plot team members by the end of summer.
* Ellis to create and amend policies over the coming months.
* Team to arrange fundraising activities with the goal of raising at least £1000 by January 2026.
* Penny to create a working document for team members to suggest ideas for allocating fundraising money.
* Team to source donation pots and/or Zettle pads for card donations by June.
* Penny to allocate a peer mentor by mid-June.
* Team to create a family support group by the end of the year
* Penny to connect with Moira next week regarding Team Dominica and potential work experience opportunities for young people
* Penny to set up a poll on the Young People's WhatsApp group for fundraising suggestions.
* Team to enhance the plot creatively with young people's participation (shed makeover, creating sculptures) by the next AGM.
* Penny to investigate the source of the inclusion concern raised in the feedback.
* Team to update the website with new images or avatars of team members.