



<b>Meeting Minutes</b>	Friends of Windmill Gardens – Board of Trustees <b>Setting priorities meeting (including follow-up meeting)</b>
<b>Date</b>	Tuesday 9 <sup>th</sup> March 2021, 7pm
<b>Meeting Chair</b>	Marita Brown
<b>Location</b>	Online Video Conferencing (All agreed meeting could be recorded)
<b>Present</b>	Jean Kerrigan (Chair), Nick Weedon (Vice Chair), Viv Whittingham (Sec), Sonam Sikka (Treasurer), Ann Lee, Liz du Parcq, Jeff Thomas, Philippa Tudor, Marita Brown
<b>In Attendance</b>	Lucy Bridal (BDM) Margherita Di Ceglie (PA)

<b>Item 1</b>	<b>Welcome. Apologies:</b> Sonia Bailey, Abigail Holsborough, Adrian Garden, Chris Patton	
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<b>Item 2</b>	<b>Aims of the meeting</b>	
	<p>Marita introduced the key aims of the priorities meeting essential to inform, underpin and drive a strategy for the FoWG Board of Trustees:</p> <ul style="list-style-type: none"> <li>● To recap aims and achievements to date</li> <li>● To conduct a SWOT analysis</li> <li>● To agree work plan for Trustees</li> <li>● To help fulfil role as Trustees by looking at the bigger picture</li> </ul>	

<b>Item 3</b>	<b>Ground rules were agreed</b>	
	In order to get the most out of the session ground rules were proposed and agreed by all. These included working collaboratively, considering different opinions and thinking outside the box.	

<b>Item 4</b>	<b>FoWG Values 2020</b>	
	Marita shared the FoWG values agreed by the board in 2020.	

<b>Item 5</b>	<b>Aims from 2017 – 22 business plan</b>	
	Marita and Jean shared the FoWG aims from the 2017 -22 business plan along with the current status of each aim.	

<b>Item 6</b>	<b>SWOT analysis</b>	
	<p>Collectively the Board took part in a remote SWOT Analysis framework to analyse the organisation's strengths, weaknesses, opportunities, and threats.</p> <p>In order to build on what FoWG does well, to address what's lacking, to minimize risks, and to take the greatest possible advantage of chances for success.</p>	

	Reflections on the analysis were shared. These included a big focus on the Windmill itself both as a strength and a weakness, the need to prioritise, financial difficulties and how to address and overcome these, how to continue to involve and support the local community and how to build on the talents of staff and volunteers.	
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<b>Item 7</b>	<b>Priorities / Post it notes</b>	
	Based on the themes which arose through the SWOT Analysis, Marita invited the board and staff to use post it notes to place what they felt were priorities in order of importance. Following the work which took place, a group agreed to meet in order to collate the post-it notes and formulate a list of priorities based on the ideas expressed. The list would be presented to the board for further discussion and agreement.	

	<b>A follow up meeting was held on Tuesday 23rd March to establish draft priorities for further discussion and agreement. These were based on the SWOT Analysis and collated from post it notes shared by the Board.</b>	
	<ol style="list-style-type: none"> <li>1. Develop a clear strategy for income generation</li> <li>2. Extend use of our buildings and facilities (Windmill and BWC)</li> <li>3. Develop and empower our volunteer workforce</li> <li>4. Improve management and governance</li> <li>5. Developing the membership base</li> <li>6. Developing strategic partnerships</li> </ol>	
<b>Action</b>	Draft priorities to be brought to the next Board meeting for agreement.	

<b>I</b>	<b>Proposed way of working</b>	
	<p>The group also put forward a proposed way of working:</p> <ul style="list-style-type: none"> <li>● Main work/discussion is done in sub-groups outside of Board meetings, in order to maximise the input and contributions of individual Trustees and Volunteers.</li> <li>● Sub-groups then feed back key highlights, progress, and recommendations at each Board meeting – and escalate any issues or concerns.</li> <li>● Board meetings will also hold regular “deep dive” discussions on each priority at regular intervals. These will be led/facilitated by the Sub-Group chair(s) and will be discursive rather than just feeding back (e.g. top 3 issues or questions relating to that topic).</li> <li>● Equality, diversity, inclusion and accessibility should be embedded in the ways of working of each sub-group.</li> </ul>	All

<b>Next Meeting</b>	Tuesday 13 <sup>th</sup> April, 7pm	
<b>Chair</b>	Viv Whittingham	