

## Public Minutes for Coordinating Group Meeting

28th February 2025 - Bristol

- **Coordinating Group Members Present:** Dionysios 'Dennis' Toulaiatos, Hamish Evans, Jo Poulton, Roz Corbett, Rebecca Stevenson, Steve Smith, Susanna Waters, Col Gordon (online),
- **Coordinating Group Member Apologies:** Dee Woods, Beni Stewart, Ronja Schlumberger
- **Operations Team members present:** Alyce Biddle, Dee Butterly (online)
- **Membership Secretary Present taking Minutes:** Lauren Simpson
- **Other Staff members present for relevant sections:** Nancy Langfeldt, Anaelle Bouabdelli

Agenda	Key Discussion Points	Actions, Next Steps & Outcomes
1. Standing Items		
Operations quarterly report, presentation and proposals		
Presentation of overview of operational work in last 3 months	<b>Staff Leavers</b> The Local Food Project has come to an end and with it staff members Peter Samson and Bella Thompson will be ending their current roles in April 2025.  <b>New Starters:</b> ceecee Manrique began in January 2025 as the new Communications Coordinator.	Induction for new starters  Launch of feasibility project re member services and support.

	<p>Internal recruitment to cover the role that Holly Tomlinson has now left has been completed with existing staff members Hatty Richards, Ian Rappel and Tara Wight covering different aspects of the role.</p> <p>Recruitment is complete for the feasibility project around delivering member services and support. Ali Taherzadeh has been appointed to begin in April 2025</p> <p><b>Current FTE staff:</b> 16.8 (28 individual staff members)</p> <p>Work is continuing on reviewing and adapting of our GDPR policy</p> <p>Work is continuing on making a more formal and clear complaints procedure.</p> <p>A theme that has come out of the quarterly staff reports is how the LWA can factor in supporting staff when capacity is reduced - currently there is not much built in slack.</p> <p><u>Staff Structure:</u></p>	<p>Proposal from the working group will be presented at the staff strategy days in May.</p>
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	<p>The working group continues its work on proposals for new staff structure using Sociocracy as broad framework. A mapping exercise has been completed to understand the current structure, roles and relationships (both formal and informal) and proposals are taking shape to bring to staff meeting days in May 2025.</p>	
<b>Finance and fundraising quarterly report, presentation and proposals</b>		
<p>Presentation of overview financial situation, fundraising focuses and next steps</p>	<p>The quarterly finance report was presented and discussed for the first quarter of the financial year.</p> <p>The 2023/2024 year end accounts are now with our accountants.</p> <p>A portion of grant underspend reported which can be deferred to next year</p> <p>An updated version of the 2024-2025 budget was signed off.</p> <p>Work is ongoing to develop a long term business plan and fundraising strategy for the continuation of the Land Skills Fair.</p> <p>Training has been booked for CG members to participate in during 2025 includes:</p> <ul style="list-style-type: none"> <li>- Financial training</li> </ul>	<p>A review of the LWAs bank accounts and approach to ethical investment is in process.</p> <p>Submitting of the 2023/2024 accounts</p>

	<ul style="list-style-type: none"> <li>- Employment Law</li> <li>- HR overview</li> <li>- Essential Coops director</li> <li>- Coop Risks</li> <li>-</li> </ul> <p>Fundraising:</p> <ul style="list-style-type: none"> <li>• Successful bid to Esmeé Fairbairn Foundation; £500k over 4 years for core &amp; campaigns team salary costs</li> <li>• In progress: bids to support work on <i>Far Right Out Of Farming</i> work, <i>Land Skills Fair</i>, and <i>The Agroecology Learning Collective</i></li> </ul> <p>New CG member Hamish will be joining the finance and fundraising working group.</p>	
<b>Working group and staff team reports and updates</b>		
Democracy and Governance Working Group	<p>The Democracy and Governance Working Group is continuing its work in its two main workstreams:</p> <ul style="list-style-type: none"> <li>• Organisational Strategy: A series of member engagement workshops have now been delivered alongside member organisers at Regional Assemblies across the UK. They have gathered member input into the next 5 year strategy document.</li> </ul>	<p>The working group will continue to develop the General Assembly model alongside the rewriting of the next organisational strategy document.</p> <p>The CG will be reviewing the strategy writing process so far at a special all day meeting on April 15th.</p>



		The first stage of training to be delivered into Sociocracy in Spring/Summer 2025.
2. Ongoing actions progress and updates: (any not included elsewhere in this document)		
CG Elections & New CG members	<p>The election process is complete with two new members of the CG appointed and inducted. Hamish Evans and Jo Poulton</p> <p>Patrick Gillett regrettably withdrew his candidacy due to personal circumstances.</p> <p>247 members voted which equated to 9% of the membership.</p> <p>The CG code of conduct has been drafted and will be finalised by the May CG meeting</p>	A review of the election process will begin shortly with new proposals to be developed to increase the level of democratic functioning and accountability within the process.
CG Co-option process	<p>The CG discussed the potential for co-option to fill the twelfth space for the CG and the different considerations to bring to a process.</p> <p>Historical co-options have been more informal than would now be appropriate.</p>	A proposal for the process will be presented at the May CG meeting.
Risk Register	The CG discussed the role of the risk register in their role of assessing risk for the LWA and how best to use it as a tool.	Each section of the risk register will be reviewed and updated.
3. Matters arising		

<p>AGM, Articles of Association &amp; Election review</p>	<p>The CG were invited to reflect on the recent AGM and election process.</p> <p>It was presented that a thorough review of the LWA's Articles of Association is necessary to update them in line with the scale of organisation the LWA now is in terms of voting quoracy levels, and more detail being added for various key processes.</p> <p>There was agreement that the AGM format was successful and engaging. <a href="#">AGM slide deck</a> as reference.</p>	<p>A proposal will come to the May CG meeting of an updated election process</p> <p>A proposal will come to the May CG meeting with (1) suggestions and proposals for amendments/changes to the articles (2) outline options for how to consult membership around any proposed changes.</p> <p>Work will soon begin on finding a venue for the 2026 AGM which will be in person.</p>
<p>4. Focus area</p>		
<p>Land Skills Fair</p>	<p>The Land Skills Fair is taking place this summer in a paired down format due to very minimal funding secured so far.</p> <p>The CG signed off the budget for two scenarios - one based on purely ticket sales and one on a funding bid being successful.</p>	<p>Ongoing fundraising and business planning work continues for both the 2025 festival and longer term.</p>