

2015-10-22

Present all

Actions:

- Micro-USB cables - CH
- Insurance!! - all
- Chem cabinet - all
- Risk assessments - all
- Bank account - BC/TK
- Bookmarks - BC to talk to previous designer AFTER move

Departmental updates:

Infrastructure - BC/BD

- Laser Cutter up and running
- Dishwasher installed

Purchasing - CH/BD

- Things have been bought, nothing particularly spectacular.
- Keep an eye on consumables budget

Membership - KR

- **Sotira Trifourki**
- reclaimed all of their membership payments via DD guarantee for the whole time they were a member. This has not been resolved the person in question may not re-enter the space.
- CH to submit small claims request for return of monies.
- Banned - subject to repayment of monies owed, and future payments being made via cash.

Passed - unanimous.

- **Rohan Bokhoree**
- abuse of space, request has been submitted that they not be allowed to return. IF they re-apply to become a member we will re-visit this.

Passed - unanimous

ACTION - GRIEVANCE PROCEDURE && BANNED LIST WITH REASONS

Update on actions:

document how things work

Started this process

- wiki updates
- signs for actions e.g. how to put bins out

talk to Sarah about accounts.

TK - done, she's not available. Need a new plan.

Business Cards - TK

- not yet completed.

AOB

Grievance policy raised by KR

Needs to be looked at in a longer form than we could in a single meeting.

CH to lead on fleshing out a grievance policy.

Change of voting procedures to allow voting via either email or telegram, to be applied to all votes from inception of board raised by KR

Passed: unanimous

Insurance raised by TK

- we need to change several things in the document and go back to the broker to see what impact that has on the quote.
- whole board to action within the next 10 days.

Passed: unanimous

Lone worker policy raised by KR

- we need one
- we need to implement it
- to be actioned within the next 10 days
- BC to lead

Space 3 raised by BC

- consolidate the existing suggested spaces lists into a spreadsheet (KR will lead):
- geographical area
- square footage
- price
- letting agent
- put a shout out for members to join in with operation find a new space
- get deets from consolidated list so we can start doing viewings

From:

<http://testwiki.hecatron.com/> - **Hacman DEMO ONLY**

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