

MINUTES

Meeting Title:	SHAPe Executive Group
Date:	1st July 2009
Time:	5pm-7:30pm
Location:	Meeting Room 1

Attendees:
Dan Crow, Janet Owen, Stephen Foster, Susan Beckett, Lena Samuels, Kevin Appleby, Gary Momber

	Item	Action
1.	Welcome and Introduction	
2.	Apologies Councillor Hannides	
3.	Minutes of last meeting – none supplied	
4.	<p>Forming a Charitable Company</p> <p>A series of recommendations were tabled regarding transforming SHAPe into a charitable company and the following decisions made:</p> <ul style="list-style-type: none"> • It was <u>agreed</u> that SHAPe would be transformed into a charitable company limited by guarantee with powers to include holding a bank account, employing staff and owning/ leasing/ managing property • The above decision was made subject to the satisfactory approval of Articles of Association which will be circulated by email over the next month. Sign off will be undertaken by email. • It was <u>agreed</u> that the charitable objects will 	

	<p>include</p> <ul style="list-style-type: none"> ○ Public Education ○ Encouraging and promoting excellence in the arts and heritage ○ Heritage preservation ○ Community capacity building ○ Urban regeneration ○ Social inclusion. <ul style="list-style-type: none"> ● SHAPe would develop a Forward Plan as per the draft attached ● It may be necessary to re-name SHAPe as another charitable company may already be registered with this name. ● Potential Directors were discussed. Chair and Secretary to hold exploratory discussions with key candidates to gauge interest ● They are ordinarily appointed for a 3 year term and can serve a maximum of 2 terms. ● New Directors are nominated and elected by Members of the Board, with the exception of organizational Members ● Chair and Secretary to investigate options for resourcing a small core staff ● SHAPe to review its current working group structure – look at a single Fundraising Steering Group, a Public Programmes Group and Networking Group. 	
2.	<p>October Workshop</p> <ul style="list-style-type: none"> ● Creativity in times of recession theme ● Possible Key Speaker Wayne Hemingway ● Steve Hill to help co-ordinate ● Dan Crow to contact Peter who will contact Wayne 	<p>SH</p> <p>DC</p> <p>JO</p>

	<ul style="list-style-type: none">• Possible venue King Edward School, Janet Owen to approach.• March Workshop could be at City College with The University as a fall back. Or Maybe Harbor Lights	
3..	AOB There being no other AOB, the meeting was called to a close. Date of next meeting to be confirmed.	