

PCEC FOUNDERS' MEETING

07/06/21

12:00-13:00

Present: Julian Manley, Andrew Birchall, Janet Newsham, Michael Mckeown

Andy has stated that PCEC needs at least 3 directors, however all founding members can directors.

The cooperative has to hold an AGM, and a minimum of 4 meetings a year.

He suggested to hold an AGM and monthly meetings (except July and December).

The Coops UK rules state that a coop needs to produce an auditable report by 31st March 2022 and have an AGM by September 2022.

Need to decide when the meetings and the AGM are going to happen.

Julian suggested to still have a meeting in July this year.

Agreed.

Bank Account

Cooperative bank takes 12-16 weeks to set up and is free, but the small print states a lot of additional costs. Unity bank - £500 to open, £6 monthly fees; 2-4 weeks to set up once all of the IDs and signatories are ready;

Julian and **Mick** agree with the Unity bank.

Julian suggested that directors pay in £1 every month.

Andy suggested that in the future PCEC can use GoCardless account for taking monthly subscription fees.

Julian asked if PCEC needs a treasurer.

Andy will do this role for now in the early stages.

Andy said he needs two signatories for the bank, apart from himself.

Janet and **Mick** volunteered.

Signatories would have to pay the initial deposit of £500, which will be reimbursed from the OSF funding.

Andy suggested getting a consultancy help from Pat, Alex or Bob.

Julian agreed.

Mick suggested talking to Tracy Walsh and a group in Belfast, as well as Michael Peck.

Andy agreed.

Action: Mick to make contact with Tracy Walsh, a group in Belfast and Michael Peck.

Julian made a suggestion to make a distinction between training and consultancy services and creating an advisory group.

Funding Application

Julian said the funding opportunity from National Lottery Community Fund – Growing Great Ideas Programme fits the purpose of PCEC very well, as the coop can bid for millions of pounds, is a forward-looking funding, and it can be used as the coop sees fit. Non-profit cooperatives can apply.

Mick and **Andy** agree that the opportunity is great.

Andy suggested we approach City Council on Towns Fund and have other connections in mind.

Action: Andy to contact Matthew Brown on that.

Marketing

Start building the network formally.

Need a Facebook page.

Andy is meeting Dave Savage about the FB page.

Janet asked if Preston Model has a Facebook page to link in with.

Andy said that PCDN Facebook was taking that role, but we need a separate website and Facebook page that will link in with the PCDN.

Julian said Alina can support with marketing, promotion, mailing lists etc.

Mick mentioned the different webinars PCDN is planning on doing and suggested that PCEC join and co-host some webinars. **Mick** suggests PCEC needs to build a relationship with PCDN.

Julian suggested to become members of the PCDN.

Action: Andy to write a letter to request membership.

The roles of people within the PCEC

Andy and **Janet** are interested in the grassroots group.

Cilla and **Julian** can work on the higher education.

Mick is happy to work on either way of the curriculum and bring in the Michael Peck, Ruskin and Belfast.

Julian thinks all members are interested in all aspects of the PCEC, but people need to take responsibility for different aspects of the work to be able to move forward.

Mick suggested to create a survey to see what people want from the education centre.

Action: Alina to work with **Andy** and send a doodle poll to all founders to decide the date and time for the next meeting.

At the next meeting decide on the recurring days and times for the meeting.

Meeting Adjourned.