

**Public Minutes for Coordinating Group Meeting**  
**10th February 2023 - Birmingham**

**Coordinating Group Members Present in Person:** Oli Rodker, Steve Smith, Becca Stevenson, Kate McEvoy, Beni Stewart, Charlotte Steel (from agenda point 'ongoing actions'), Ruth Hancock

**Coordinating Group Members Present online:** Dee Woods

**Apologies:** Gerald Miles, Adam Payne, Roz Corbett, Olly Craigan

**Operations Team members present:** Dee Butterly (in person). Alyce Biddle (online for operations and finance reports), Hannah Leigh Mackie (online for operations and finance reports)

**Membership Secretary Present taking Minutes:** Lauren Simpson

Agenda	Key Discussion Points	Actions, Next Steps & Outcomes
<b>1. Standing Items</b>		
<b>1. Operations quarterly report, presentation and proposals</b>		
Discussion and overview of current LWA capacity, resources, staffing,	Work needs doing to clarify remit of Operations team in distinction to Coordinating Group to provide clearer remit and mandate of Operations staff	A working group is being formed with members of the operations team and Coordinating Group to work on this.

<p>processes and structure,</p>	<p>team</p> <p>Work needed to clarify the short term aims in terms of the scale of LWA, and the roles and strands of work that is sustainable. This is needed after the recent phase of extensive growth before the next 5 year strategy is established.</p>	<p>Work is being done (held by operations team in consultation with Coordinating Group and staff) to clarify a core role structure for the LWA staff team.</p> <p>Work is beginning to create the next 5 year strategy over the next few years as part of our member-led democratic processes led by the membership staff team.</p>
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**2. Finance and fundraising quarterly report, presentation and proposals**

<p>Presentation of overview financial situation, staffing contracts and grant fund timelines</p>	<p>The LWA is moving into a period of consolidation after extensive growth and looking to find stability in capacity and funding.</p> <p>Whilst the extensive growth has created many opportunities, impact, movement building and organisational development - it has been challenging to keep up with in terms of operational and HR processes and fundraising - and has sometimes had negative impacts on staff wellbeing and work delivery.</p> <p>The aim is to find a balance in being a successful and ambitious organisation working towards and campaigning for a better food and land system for all - with members and grassroots organising at its core - but one that is sustainable and stable in it's finances and remit.</p>	<p>A new finance manager has recently begun their role and alongside the fundraiser will be presenting to the CG in detail a full proposal of next steps at the May Coordinating Group meeting.</p>
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### 3. Working group reports and updates

The Organisational Structure Working Group gave a brief update of current work	The Organisational Structure Working Group made up of Coordinating Group members and staff are working through 6 sessions to end with a proposal of an updated organisational structure for the LWA . This will be discussed by the CG.	Further information in following meetings.
<b>2. Ongoing actions progress and updates:</b>		
Risk Register	A risk register will be created	
Public Minutes	Agreed that Coordinating Group meeting minutes will be shared with staff and members.	
Membership Fees	This is an ongoing conversation but a decision has been made within the membership staff team to hold off any relaunch and increase of membership fees until a membership services and support role has been fundraised and recruited and a clear plan for services and support implementation is clear.	
Creation of new HR working group	A new HR working group will be formed with members of the Coordinating Group and operations team staff.	
Creation of new conflict resolution working group	A new conflict resolution working group will be formed with members of the coordinating group and operations team staff.	
Coordinating Group	These will be taking place in September	

2023 Strategy Days		
Coordinating Group Stipend	A budget was agreed for discretionary claims for members of the Coordinating Group's costs in preparing and attending meetings. This budget was provided for this specific purpose from a grant funder.	
Companies House - secretary Role	It was agreed that the LWA's membership secretary will take on the official role of secretary in terms of filing information to Companies House	
<b>4. Matters arising</b>		
<b>AGM 2023/2024</b>	The Membership Event coordinator presented a proposal for the next AGM to take place in person in January 2024 which was agreed, location TBC but in North of England most likely. Part of the proposal is for alternate in person AGMs and online AGMs, alongside Regional Assemblies being more prominent and well supported in the years the AGM is online.	The Membership Event coordinator will begin organising the next AGM.
<b>5. Focus area</b>		
May Coordinating Group Meeting	The Focus for the next Coordinating Group meeting was agreed to be finance and fundraising, and also included to varying degrees the Organisers Assembly, Election processes, and the Organisational Structure Working Group	
<b>6. AOB</b>		

<p>European Coordination Via Campesina (ECVC)</p>	<p>Discussion around information flow from ECVC to LWA and vice versa and having designated roles for this.</p> <p>Discussion around process for selecting LWA members for ECVC opportunities.</p> <p>ECVC would like an LWA member to put them selves forward to be on the ECVC coordinating committee - annual elections in the autumn.</p>	<p>We're looking for staff/CG person to take on this role as the ECVC link people.</p> <p>A process has been established with reps of the membership staff team, campaigns staff team and Coordinating Group to suggest and approach members for any ECVC opportunities.</p> <p>A proposal to be put together for a process of member selection for this role.</p>
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