

- **Public Minutes for Coordinating Group Meeting**
 - **12th May 2023 - Bristol**

- **Coordinating Group Members Present in Person:** Oli Rodker, Kate McEvoy, Beni Stewart, Ruth Hancock, Gerald Miles, Adam Payne, Roz Corbett,
- **Coordinating Group Members Present online:** Becca Stevenson,
- **Apologies:** Steve Smith, Olly Craigan, Dee Woods, Charlotte Steel
- **Operations Team members present:** Dee Butterly (online). Alyce Biddle (in person), Hannah Leigh Mackie (online for sections)
- **Membership Secretary Present taking Minutes:** Lauren Simpson

Agenda	Key Discussion Points	Actions, Next Steps & Outcomes
1. Standing Items		
1. Operations quarterly report, presentation and proposals		
Cost of Living uplift	The CG discussed proposals of how to support staff with the cost of living crisis	The Finance & fundraising working group will be making a final decision on proposals presented and sharing with staff.

<p>Overview of contracts coming to term soon and presenting proposals to extend them</p> <p>Proposal around recruitment of Ops team roles</p> <p>Proposal around 5% salary increase for LWA staff</p> <p>Insurance policy</p>	<p>Discussion around how these roles can be extended and the grant cycles that fund them</p> <p>Since some members of staff left in late 2022, the ops teams have revised their structure and will soon be recruiting for an HR focused role, as well as the finance manager mentioned above, and a maternity cover for governance focused role.</p> <p>CG signed off the recruitment for these roles</p> <p>CG signed off the increase but with timeline pending once costs can be covered by funds sought and budgeted for by full cost recovery.</p> <p>The CG were updated on a new insurance provider we have in place - which is a much better fit for the type of work we do across campaigning, events and member organising.</p>	<p>Staff contracts extended</p> <p>Recruitment processes are being prepared for these roles.</p> <p>A working group has been formed with members of the operations team and Coordinating Group to work on HR and present a proposal on future ideal staffing levels.</p>
<p>2. Finance and fundraising quarterly report, presentation and proposals</p>		
<p>Presentation of overview financial situation, staffing contracts and grant fund timelines</p>	<p>The LWA is continuing in its period of consolidation after extensive growth and looking to find stability in capacity and funding.</p>	<p>The recruitment process for a permanent new finance manager has begun - with a two year contract.</p> <p>The 2023-2034 budget process is beginning within the finance/ops team.</p> <p>Quickbooks training will be offered to relevant members of staff to help with budget/cost tracking</p>

		<p>The LWA's payment and banking systems processes are in the process of being improved and streamlined.</p> <p>To begin work on a clearer process of how to make decisions on budget under/over spend to best support the wider organisation.</p>
3. Working group reports and updates		
<p>The Organisational Structure Working Group gave a presentation of the two proposals they have worked on.</p>	<p>The Organisational Structure Working Group made up of Coordinating Group members and staff presented two proposals for the future organisations structure of the LWA. One being centred around a general assembly model and one centred around a three tiered model.</p>	<p>The two proposals will be worked up and costed further for a more detailed comparison - and this will be brought to the CG's August meeting and/or strategy days in September before consulting member organisers at the Organiser's Assembly in October and being presented at the next AGM.</p>
2. Ongoing actions progress and updates: (any not included elsewhere in this document)		
Risk Register	A risk register will be created	Ongoing
CG Strategy Days	These are being held in September	Steering group has been formed and agenda to be created.
Companies House Secretary	Changing to a member of staff for continuity	Ongoing
4. Matters arising		
SALT (Solidarity Across Land Trades)	A new union is being formed to support workers across land based trades - discussions are happening between SALT and LWA about how LWA and SALT can work together and the best ways of structuring that	Discussions ongoing between LWA and SALT.

	relationship.	
5. Focus area		
Fundraising Strategy	LWA fundraiser Alyce presented a broad level proposal of how to approach a more detailed fundraising strategy in the coming years - working towards having an 80/20 split of larger portfolio grants and less project specific smaller grants. The CG were in agreement we should focus on larger long term grants for longer term stability for our work and staff, whilst also incorporating a level of agility for projects that fit within our existing vision and goals	The fundraising and finance working group will be writing up a more detailed fundraising strategy to come back to the CG with.
CG election process	<p>LWA member secretary Lauren presented a proposed timeline for CG elections with elections announced at the next AGM in early February 2024. The timeline is to include a new element of member feedback, and accountability/transparency for any re-standing members of the CG. The proposal was agreed.</p> <p>There was also discussion around improving the induction process for new members of the CG, and how to ease the transition period with existing members standing down - with ideas such as a buddy system, or existing members sitting on working groups for a period of time discussed.</p> <p>Five of the twelve members of the coordinating group are standing down this year - for a variety of personal reasons - so it is especially important we have a long lead in time to find members to join the CG.</p>	<p>The process for LWA members to apply to be on the LWA coordinating group will open soon.</p> <p>A steering group is being formed to support staff in finalising the details of the CG recruitment process.</p>
August Coordinating	The Focus for the next Coordinating Group meeting is	

Group Meeting	not finalised but includes proposals covering: <ul style="list-style-type: none">- Next 5 year strategy process- 2023/24 Budget- Remit of Operations team and relationship with CG	
6. AOB		
Membership Figures	As of 5th may landworker members totalled 2352 and supporters 506	