

Meeting Minutes

Trustees meeting – 1st February 2010

WHO	ACTIONS	DATE
Noel	<ul style="list-style-type: none"> - Quote for polytunnel and saplings (apple and plum trees) - Send cost estimates to Rebecca 	ASAP
Rebecca	<ul style="list-style-type: none"> - Submit applications for interim funding (West Area Committee, ?) to cover potato seedling costs and raspberry, gooseberry and strawberry costs - priority - Submit funding application for training funding based on work with Capel Manor – Alex to send cost estimates - priority - Submit funding application for residual costs – composting toilet, polytunnel, shad and orchard saplings - Enquire whether HCFA registered with capital growth - Present at Chiswick Area Committee meeting - Contact Chiswick Gardens Manager about workshop 	By next trustees meeting
Alex	<ul style="list-style-type: none"> - Email Rebecca and Serena with cost estimates for the training package once confirmed with Capel Manor - Forward Area Committee details to Lorna and Rebecca - Forward workshop plan to Rebecca to help develop funding application - Follow up with Community organisations about training opportunity - Follow up with guest speakers for workshops – email to trustees - Letters to Garden Centres for donations - Trustee horticulture training – follow up with Noel, Rui and Sabit 	By next trustees meeting
Serena	<ul style="list-style-type: none"> - Send details of Capel Manor training opportunity to Michelle at FYOI - Follow up about links with Duke of Edinburgh award 	By next trustees meeting
Paul	<ul style="list-style-type: none"> - Possibility of donations button on website - Put RHS level 2 notes on restricted area of website 	
Lorna	<ul style="list-style-type: none"> - Present at Hounslow Central Area Committee 	
Rui	<ul style="list-style-type: none"> - Quote for composting toilet 	
Satnam	<ul style="list-style-type: none"> - Bank donations 	
All	<ul style="list-style-type: none"> - Fill out Waitrose applications - Chiswick - Update volunteer rota with availability 	At next trustees

		meeting
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Attendees:

Serena
 Lorna
 Noel
 Rebecca
 Alex
 Satnam

Apologies:

Rui
 Paul

EVENTS

Date	Event	Who's attending
2 nd November	Members meeting	All members
7 th November	Bonfire night at Faggs Road	All members
9 th November	Trustees meeting, Days Inn, 7pm	Trustees
11 th November	CVS training providers forum	Trustee?