



## Board Meeting

15 October 2024, 18:00 – 19:00

CCRMO Office, 1 Opal Street SE11 4HZ & Teams

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### Present

Elvira Hernansanz Perez EH  
Jackie Steer, JS  
Linda Bishop , LB  
Anderson Philip AP  
Alfredo Liguori AL  
Stefan Tavernier-Gustave ST

### In Attendance

Amanda Tracey AT  
Steven Kerbel, SK  
Peter Matthews PM

### Apologies

Sylvia Newman  
Anderson Vital  
Claudette Jacobs  
Angie Lieu

### Minute Takers

Elvira Hernansanz

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<b>Name/ Item</b>	<b>Details</b>
<b>EH</b>	Opens meeting and confirms quorum.
<b>EH</b>	Goes through purpose of the meeting
<b>1</b>	<b>Approval of Previous Minutes:</b> <ul style="list-style-type: none"><li>N/A</li></ul>
<b>2</b>	<b>Conflicts of Interest:</b> <ul style="list-style-type: none"><li>All presents notified the board of not having conflict of</li></ul>

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interest.


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- 3 Problem with the date on committee documents:**
- AP has not signed the confidentiality documents due to personal conflict with the Revision date.
  - EH informs him that he cannot participate in the meeting without signing the documents.
  - SK offers the option of a blank date document instead of the one pending revision, to agreement of AP.
  - ST does not have this document available, so AP agrees on signing the day after the meeting.
  - Board votes on allowing AP to be part of the meeting, all agree.
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- 4 Accounts overview.:**
- Review of August 2024 budget.
  - ST mentions pending CCTV, transfer of signatures and reserve on Lloyd's account.
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- 5 Stefan's staffing proposals**
- ST presents his plan for the temp hiring and provides the document Arrears Collection Plan of Action
  - The plan consists of hiring a temp for a maximum of 6 months to cover the gap in rent admin and collection.
  - JS proposed an initial contract of 3 months, extendable a maximum of another 3. With monthly review of performance by HR committee.
  - There is a conversation about ST probation period, he confirms is 3 months. The board does not remember agreeing to this period.
  - ST explains the office will work as follows:  
Maggie: Admin + Repairs and maintenance.  
Katie: Engagement + Housing officer  
Temp: Rent management for 6 months.
  - ST is asked if he had previous contact with the temp before the interview, and he confirms he does not have any relationship previous to the hiring process.
  - VOTE: New temp hiring gets approved with all in favour.
- ACTION:**  
Review minutes of ST hiring meeting.
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- 6 HR committee**
- There is agreement of assembling the new HR committee before or at the latest on next Board meeting.
- ACTION:**  
Assemble HR committee.
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- 7 Extras**
- TRAINING: SK has requested additional material to the offered by the training company. ST has fw that information to the training company they indicated there could be extra costs.
  - LB indicates that a Newsletter must be send soon, and points that the noticeboards are outdated. ST agrees on taking action on this.
  - Boiler information: Provided by ST and to be added to Noticeboards.
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**EH**

EH closed meeting and thanked everyone for their participation.

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**Meeting closed 19:00**

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