

Trustees:
Mr R. Szarama.
Mr T. Zarzycki
Miss A. Lokaj

Registered under the Charities Act 1960 No. 264998 Inland Revenue Ref. CC1208

Lewisham Polish Centre - Committee Meeting Minutes

12 June 2024 at 6.30 PM

1	Opening of the committee meeting	AŁ
1a	Introductions of all Committee Members	All
2	Statement of persons present at the meeting 1. Ewa Dembkowska (online) 2. Joanna Gos 3. Urszula Kiermasz 4. Agnieszka Kopeć (online) 5. Mirsław Kraszewski 6. Marcin Libera 7. Małgorzata Lisik-Hulak 8. Agnieszka Łokaj 9. Eliza Nowosielska 10. Anna Prusińska 11. Bogusław Rutkowski 12. Remigiusz Szarama 13. Katarzyna Szade 14. Małgorzata Zalejasz 15. Tomasz Zarzycki Apologies: Agnieszka Bozzao	
3	Declaration of quorum for voting Quorum present	AŁ
4	Reading and approval of the agenda by vote	AŁ

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5	<p>A declaration by the trustees whether any of the voting topics cause them to have conflict of interest</p> <ul style="list-style-type: none"> - Conflict of interest: Tomek as Trustee, Secretary as well as the business to conduct the refurbishment 	AŁ/TZ/RS
6	<p>Amendments to and voting on the Report from the previous Committee Meeting (Report was/is available on the centre's website and on the Whatsapp group);</p> <ul style="list-style-type: none"> - Tomek to resign as Secretary (skarbnik), Eliza Nowsielska recommended as Secretary - No changes to the Minutes from last session - approved by all 	AŁ
7	<p>The treasurer's financial report (discussion and vote);</p> <ul style="list-style-type: none"> - Secretary: Financial review of 3 months (quarter: March-May): current £35,464.98 (Quickbooks) 	TZ
8	<p>Resolutions of the Trustees</p> <ul style="list-style-type: none"> - Laptop purchase incl. <ul style="list-style-type: none"> o Microsoft Office for Charity (for 10 pax x 1TB) - for Trustees (10 pax can log onto 5 devices which in total allows for 50 users) - Conducting meetings resolution - resolution read in Polish by Agnieszka Lokaj (19:20) - New role added to The Management: Vice-President - 1 year review as part of Trustees duties 	TZ/RS/AŁ
9	<p>Election of the management: Chair, Vice-Chair, Treasurer and Secretary</p> <ul style="list-style-type: none"> - Election of the Management: Candidates: - Chair - Agnieszka Lokaj, Małgorzata Zalejasz, 	AŁ

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	<p>- Vice-Chair: Tomasz Zarzycki - Treasurer: Eliza Nowosielska - Secretary: Agnieszka Bozzao, Ewa Dembkowska</p> <p>ELECTIONS: 15 took place in voting</p> <p>PRESIDENT 11 for Agnieszka Lokaj 4 for Gosia Zalejasz</p> <p>SECRETARY 5 Ewa Dembkowska 9 Agnieszka Bozzao</p> <p>Vice-President 14 voted for Tomasz Zarzycki 1 withdrawn</p> <p>Treasurer Eliza Nowosielska 15 votes for</p> <p>The new Management: Chair (President)- Agnieszka Łokaj Vice- Chair (Vice-President)- Tomasz Zarzycki Tresurer- Eliza Nowsielska Secretary- Agnieszka Bozzao</p>	
10	<p>Resolution of trustees - Code of conduct – reading - New Code of Conduct resolution agreed by Trustees read out loud by Agnieszka Lokaj</p>	AB

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	<ul style="list-style-type: none"> - All Committee members to confirm they read and understood the Code of Conduct for Committee Members - Whatsapp groups overview - Komitet, Czlonkowie (only) for comms only one way communication 	
9	<p>New Members- candidates and voting</p> <p>Rafal Knapczyk Anna Scibiak, Kamil Arendt (1 withdrawn) Jacek Kraszewski All voted in to become members</p>	all
10	<p>LPC's statutory goals and their implementation</p> <ul style="list-style-type: none"> - Statut (LPC Constitution) - overview by AL (20:15) <ul style="list-style-type: none"> o We are supporting Polish People o We are also supporting other people who would like to organise events etc. o Polishness - support for religious beliefs, elderly people, help via career growth, via recommendation o Helping local community 	TZ/AŁ
10	<p>Areas and tasks of the Committee in 2024-2025</p> <ul style="list-style-type: none"> - LPC ORGANISATION: Projects to work on: Website, membership, newsletter, LPC accounting, bookkeeping, H&S, Finance, Gift Aid, Internal processes, Bookings, Events, Processes, Digitalisation (new systems to help with the operations) - 30th June - finalising the ideas in the Spreadsheet to be sent to KATIE.SZADE@GMAIL.COM (20:43) - Sub-committees i.e. Culture with Marcin in charge (as an example), - Grants - Refurbishment plans - charity UK - Polish Senate to vote for - TZ to run the overview, to be shared via the whatsapp 	TZ/AŁ

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11	LPC event plan for the coming year Not discussed	AŁ
12	LPC grants	TZ
13	Other Business <ul style="list-style-type: none"> • Gazebo missing - to buy, Polish emblems - big discussion - possibly to be included in the Rental Agreement, Basement - either new process or one key for Gosia Z - box and the number to be shared between the committee member, • Cooridanate Artur's work via a system • Calendar options for LPC - Katie to look for a new solution • Committee members if work, then fine but if someone not doing bits for the sake of LPC they might be removed (use Code of Conduct) • Donations - Sub - Committee to be added - processes to be set up with Ula Ejsmond • Keys access - new document to keep with access to everyone - Gosia to update a document • Key to be updated so we have access - Tomek to change • PWN to have additional Key • Priest's key - done • Katie to bring the ideas on diff Software use i.e. Notion/Asana & HubSpot, GoogleAnalytics, 	all
14	Setting dates for next Committee meetings <ul style="list-style-type: none"> - 11 September 2024 - 12 December 2024 - 12 March 2025 	AŁ
15	End of the meeting (22:03)	AŁ