

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 – Report from the Committee Meeting

11 December 2024, 18.30

1	Opening of the meeting	AŁ
2	Statement about the persons present at the meeting <ul style="list-style-type: none">• Agnieszka Bozzao• Ewa Dembkowska (online)• Joanna Gos• Agnieszka Kopeć (online)• Małgorzata Lisik-Hulak (online)• Agnieszka Łokaj• Eliza Nowosielska (online)• Anna Prusińska (online)• Bogusław Rutkowski• Remigiusz Szarama• Katarzyna Szade• Małgorzata Zalejasz (online)• Tomasz Zarzycki• Justyna Lender (guest)• Ewelina Ongen (guest online)• Pawel Dokurno (guest online)• Bożena Koj (guest online) Absentees excused: Urszula Kiermasz Absentees not excused: Marcin Libera, Mirosław Kraszewski	
3	Declaration of quorum for voting Quorum confirmed	AŁ
4	Reading and approval of the Agenda by vote	AŁ
5	Declaration of Trustees on the absence of conflict of interest <ul style="list-style-type: none">• No declared conflict of interest	AŁ/TZ/RS

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6	<p>Amendments to and voting on the Report from the previous Committee Meeting (Report available on the Whatsapp Group)</p> <p>- No changes to the minutes from the ast session – aproved by acclamation</p>	AŁ
7	<p>Code of Conduct (reminder)</p> <p>- Agnieszka Łokaj reminded all members about the individual points of the code of conduct and their observance, with particular emphasis on language culture. A reminder of the rules for participating in online meetings.</p>	TZ
8	<p>New members – candidates and voting</p> <p>Eliza Nowosielska recommends: Anna Sidorczuk (helps in Polish School))</p> <p>Agnieszka Łokaj recommends: - Michał Mikulski (sponsor of the Open Days and Strefa Kibica – football fan zone); - Mateusz Makarowski (Polish-Hungarian foodtruck)</p> <p>All candidates were accepted by vote (11 votes each)</p>	all
9	<p>The Financial Report</p> <ul style="list-style-type: none"> • E.Nowosielska presented the Financial Report and explained its content; • T.Zarzycki shared information about funding LPC: <ul style="list-style-type: none"> - 700,000 PLN – yearly funding from MSZ; - Funding for 3 years requires completion of doumentation; - Competition: Polsh infrastructure abroad 2025; - 16/12/24 – Formal response regarding renovation (first application was rejected, new application has 	EN/TZ

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	<p>been accepted – we are waiting for the response from TFL)</p> <ul style="list-style-type: none"> - The School received funding for electronic equipment (laptops); - We are waiting for answers to applications for co-financing the activities of speech therapists and therapists visiting LPC <p>Action: A. Łokaj /E.Nowosielska – meeting to sort out financial matters</p>	
10	<p>Working Groups – discussion</p> <p>Five Working Groups were established and people responsible for their functioning were selected:</p> <ul style="list-style-type: none"> • Events/Rentals – E.Nowosielska, G. Zalejasz, help from outside the Committee: B. Koj • Administration/Membership – A.Bozzao, A. Łokaj, E.Nowosielska, U.Kiermasz, K.Szade, J.Gos • Communication – A.Prusińska, M.Kraszewski, B.Rutkowski • Social Media – A. Łokaj , B. Koj, M.Kraszewski • Volunteer Policy – building relationships with businesses, creating a sponsor base, benefits and discounts for members, sponsorship agreements, certificates - (A.Kopeć/A. Łokaj/E.Ongen/ E.Dembkwska) <p>Working Groups Actions:</p> <ul style="list-style-type: none"> - Edit the regulation for Events/Rentals (AŁ/GZ/EN); - Event Coordination (GZ/AP/BK); - Membership – work on the database (UK/AŁ); 	AŁ/wszyscy

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	<ul style="list-style-type: none"> - Privacy Policy (The School/AŁ); - Administration – training; - Communication – meeting regarding the newsletter 	
11	<p>Requirements for the Committee Members</p> <ul style="list-style-type: none"> • Active participation in the work of at least one of the Working Groups; • Regulation of the positions of committee and management board members; • Required competencies of people applying for positions in the Committee and Management boards; • Required transparency and professional behaviour and culture of both Polish and English; • Required participation in trainings organized by the Management board – mandatory training (information consistency/compliance with the law); • Persons interested in working in the Committee should, one month before the elections to the Committee, complete a form for candidates in which they will present themselves (attributes, skills, experience, qualifications) as well as their vision and action plan. In 2025, nominations can be submitted from March: • Leaders of Working Groups are obliged to regularly report to the President on their work and arrange meetings. <p>Action: Create a form for candidates for the Committee (AŁ)</p>	AŁ
12	<p>Annual General Meeting:</p> <ul style="list-style-type: none"> - The Committee for the Organization of the Annual General Meeting was established: A. Łokaj, A.Bozzao, B.Rutkowski, T. Zarzycki 	TZ/AŁ/AB/BR

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	<p>- The exact course of the Meeting and all necessary processes and documents needed for the proper and lawful conduct of the Meeting and elections were discussed and agreed upon;</p> <p>- A. Łokaj reminded to use the LPC website, Whatsapp groups and the newsletter that resumes operations:</p> <p>Action: A meeting of the Committee for the Organization of General Meetings (January)</p>	AŁ
13	<p>Tha Fair</p> <ul style="list-style-type: none"> • Request for more volunteers; • Appeal to comply with Health&Safety regulations; • Marketing campagne online; • Reminder about the consistency of information and transparent biling; • Over £600 in earnings from the event <p>Congratulations!</p> <p>Action: Training on organizing and running events</p>	AŁ
14	<p>Wolne Wnioski</p> <ul style="list-style-type: none"> • T.Zarzycki: A request to coordinate events so that they do not conflict with each other and that there is no duplication of events – G.Zalejasz, A.Prusinska i B.Koj Have undertaken coordination; • B.Rutkowski – Appeal to support the School – Nativity; • T.Zarzycki – Appeal to promote events, including our cuisine and prizes (certificates/sponsors); 	all

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	<ul style="list-style-type: none">Łokaj - Enforcement of payment from PMK - conversation with a priest, an intermediary in the talks - PMK refused to pay, hinders the activities of LPC, uses a tactic of silence, despite numerous requests and e-mails; did not honor the signed contract.	
15	Reminder of the next meetings dates: <ul style="list-style-type: none">12 Marca 2025 Committee Meeting10 Maja 2025 Annual General Meeting	AŁ
15	End of the meeting (22:05)	AŁ