

Styles House TRA/TMO Board Meeting

10 December 2014
TRA Meeting Room

Present : Zoe Bulmer (Chair), Philippe Cherry, Karen Illingworth, Dana Tabaquinho (Minutes), Alex Tabaquinho, Don	Apologies : Tracey Steadman, Richard Walsh, Michael Conlan, Sue Dellet, Barbara Sweet, Louise Spencer
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AGREED ACTION:

NAME	TASK
Alex, Karen	Meeting regarding wording for meeting room
Richard	Meeting Room – Insurance to be renewed
Tracey	PAT test due
Richard, Philippe	To do leaflet for Christmas opening hours
Karen	To chase Tracy about changing some of the documentation (Secretary Responsibilities)
Alex, Philippe	Put a Twitter account into a use; Cloud storage to be open
Philippe	To do research for purchase of a laptop and send details on suggested projector
Zoe	Saturday meeting to be arranged (due on 17 th Jan 2015)
Richard; Marie at Applegarth	TMO cover from Applegarth in Richard's absence don't think this is a current action point.
Zoe	Recommendation is RPI, but to be revised each year
Karen	Christmas gift for staff
Philippe	Research Contents Insurance for residents – put in next newsletter
Zoe	entry door possible to replace or remove completely (if not listed as a Fire doors)
Karen	Drain – move to Stage 2 complaint

Item	Topic	Actions
1.	Introduction & apologies	
2.	Declaration of interest None	
3.	Minutes from last meeting 13th Nov 2014 Agreed	
4.	Duties of TMO - Q & A Secretary Responsibilities to be revised Job description to be revised for TMO officers	ZB
5.	Sub Committee Reports Communication committee to be created – newsletters; website; to design logo; etc. PC agreed to Chair this group. Social Committee: Film club – recommended not to go ahead due to of expensive license - Projector: agreed to purchase as per Philippe recommendation - Laptop: Philippe to do research on which to buy Finance Committee - meeting due	PC

	Garden Committee – refer to minutes from 21 st Nov 2014. Zoe awaits a funding decision regarding camouflage for the recycling bins/dustbins.	
6.	Research on Insurance for Events & TMO Richard to update Zoe	ZB
7.	Flooring tiles – choice of colours Shade of Grey/Blue/Green – RW to ask for bigger sample from contractor and then the vote can be arranged.	
8.	TMO Manager report See TMO Manager’s Report from 10 th December 2014. It was agreed that in the event of an emergency resulting in the office being out of use, there would be a reciprocal arrangement with Applegarth regarding temporary office facilities.	
9.	TMO Liaison Officer Nomination: Zoe nominated by Philippe and Karen – all agreed.	
10.	Christmas gift for staff – details confidential	KI
11.	Meeting schedule Provided by Karen and agreed with TMO members at present. Dates to be added by sub-committee Chairs and then distributed.	KI
12.	AOB In order to vote at the meetings – you need to be shareholder; hence voting list for floor tile colour will be distributed to the shareholders only. Karen has given application forms to none-shareholders. Contents Insurance – researched by Philippe; to be advised in next Tenants Newsletter Main entry – ground floor residents find the windows as a risk factor for break of entry; - Inside entry door possible to replace or remove completely (if not listed as a Fire doors) Drain – move to Stage 2 complaint as there is no sign that this work is going to be done.	Suggested by KI PC PC communication ZB KI

Next planned meeting: Tuesday 6th Jan 2015 General Meeting

Venue TRA Hall