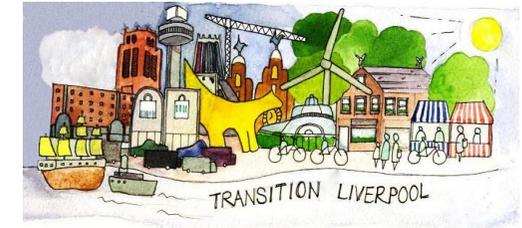## Transition Liverpool

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Monthly Core Group Meeting Minutes

Date	28th October 2010	Place	Mark Shooter's house.
Present	Mark S (MS), Pete N (PN), Alan C (AC), Ed G (EG), Michelle B (MB), Margaret S.(MSm), Dan.	Apologies	Neil C.
Facilitator	Michelle B.	Minute Taker	Michelle B.
Agenda Adopted?		Yes	
Minutes from last meeting read and adopted.		NA	

ACTION ITEMS FROM PREVIOUS MEETING				
No.	Item	Discussion Points/Status	Resolutions	Owner/Action/Timeline
1.	NA			

CORRESPONDENCE				
No.	From	Contents	Resolutions	Owner/Action/Timeline
1.	Mark O'Reilly – Ecofit	Would like to give presentation to TL or to Energy Group	Would really like to have him speak.	**MSm** to contact and organise talk as part of Sustainability Discussion group.

CORE TEAM				
No.	Item	Discussion Points/Status	Resolutions	Owner/Action/Timeline
1.	Restarting the Core Group	- EG – some confusion about what CG is. - MS commented on how the meetings are generally small, but can have lots of new people. The aims of the CG should be to organise events and support groups. Emphasised a need for new people. - MSm emphasised value of skills that we could gain from Cliodhna's offer of facilitation training. Thought CG could be responsible for putting on a BTC type/size event once per year, for admin, finance, and keeping projects supported. - AC talked about how the Totnes model difficult in large city and might not really get very far in a city. There are lots of different networks, decision makers live outside of Liverpool, different cultural groups. Open to new thinking, need to make sure TL is accessible by other people. Need for a shared vision. - AC suggested that within Liverpool there is a history of groups splitting, might have problem integrating groups. - MSm agreed that maybe too much to do in a city, but task instead keeps different people working together. We aren't all trying to do the same thing and the more networking, the more ideas are developed. - AC suggested need for a business plan with a clear vision. Also that we could keep an	- Explore other models. - Support for capacity building event given in principle.	**ALL** – each to research different TI and to present at core group meeting, so can get ideas of what others are doing. Schedule to be determined next meeting. **MB** to look into PM event and suggest programme.

		eye on other cities e.g. Brixton and not confine ourselves strictly to the Transition model.		
		• PN – agreed that not about Transition Model. Need to work out our own model → see Nottingham → quite fractured. In Liverpool we haven't fallen out with each other. Still supporting different project work. Thought we'd be acting as a hub, helping smaller groups set up. Maybe looking at it as a network is important.		
		• MS essentially TL is the mailing list and the monthly meetings. But this is ok – provides good network.		
		• PN Part of problem with encouraging new people to join is that no clear tasks for them when they come along to the meetings.		
		• MS willing to help doing clear tasks, but not interested in taking on a planning role anymore.		
		• MSm danger of TL being seen as a talking shop.		
		• D Not slavishly following Totnes model, think of ourselves as a network, look to other orgs, focus on Education?		
		• PN we could take inspiration from Bristol. Attracted to idea of Bristol hub model.		
		• MSm agreed that hub/spoke model seemed interesting.		
		• Could organise TL around a thematic level rather than spatial (village) model.		
		• MSm need to think about how/where to		

		point people. • PN core group should be supporting capacity building, facilitating, but too much to do. • MB suggested an event on project management skills might help build capacity for getting projects underway.		
2.	Evaluating How the Group is Run	• PN suggested that maybe we needed more to attract people to come along to the monthly meetings. For example could attach meeting to the sustainability group meetings. • MS mentioned that people drop by to talk about their own group, and network, not only people who want to join, or work with TL. • MS emphasised need for Heart and Soul group, need to support each other and talk about how we are reducing our own carbon footprints. • PN surprised that not one already. • EG said that Jonathan Jelfs was interested in starting one.	Decided to keep core group meeting separate from discussion group.	
3.	Changing Meeting Times	MB suggested changing the meeting date from the 7th to the third Thursday of the month. • this is so we don't end up having meetings on Friday and Saturday nights • and also they are later in the month so that it's easier for working group reps to come	• All agreed to change meeting times to the third Thursday of the month. • Look into	• **MB** to discuss changes with Felicity and check if Domino available. • **MSm** to look into possibility of hosting

		along - as they seem to have meetings at the beginning of the month. • ALL discussed potential need to shift venues if Felicity is not available on Thursdays.	alternative venues	meetings at the Quaker meeting house starting from January.
4.	Changing Meeting Style	MB also suggested changing the times of core group meeting to 6:30 and asking new people who want more info to come along at 7:30. • this is so the core group and working group reps have time to talk about the details, make decisions, figure out actions • but also so that when new people come we can just focus on them and ask them what they are looking for	Suggestion agreed by all.	
5.	Record Keeping	MB suggested we use new minute and agenda templates so we have clearer ideas of decisions made and actions.	All agreed.	**MB** to provide templates
6.	Defining Key Roles	Deferred to next meeting		Issue to be discussed in November meeting.
7.	Housekeeping – Inventory of TL items	Deferred to next meeting		**ALL** to make list of TL items they may have, videos, banners, etc etc and bring to next meeting.
8.	Housekeeping – Contact details for TL	There is an office space at DCLP, which Mark Jackson uses. MS – will need to clarify how email address works, what postal address is etc.		**MS** – discuss details with MJ and report back at next meeting.

FINANCE REPORT

No.	Item	Discussion Points/Status	Resolutions	Owner/Action/Timeline
1.	Volunteer for Finance Role	• Currently no one is responsible for TL finances • Receipts etc are being kept, but urgent need for a volunteer to take this on.		To be discussed further at next meeting.

WEBSITE REPORT

No.	Item	Discussion Points/Status	Resolutions	Owner/Action/Timeline
1.	Website need to be moved	• The wiki will be shutting down as of the 31st of December • Have option of shifting to a site hosted by Transition Network • But might also be good to see if we can utilise the www.transitionliverpool.org domain • not sure who owns this at the moment.		**MS** to ask Guy to contact MB to discuss
2.	Google Discussion group changing	• We also need to be aware that google groups are changing their functionality and we might need to move the list at some time in the future.		

WORKING GROUP REPORTS

No.	Item	Discussion Points/Status	Resolutions	Owner/Action/Timeline
1.	Sustainability Discussion Group	• MSm would like help with advertising and other help with sustainability group. • PN and MB both commented that it seemed like a Quaker group rather than a	• Will review how Sustainability group is presented. • Will start writing up	• **PN** to review Sustainability posters etc and make suggestions.

			what happens at events	• **MSm** to write up what happened at last education group and send to **MB** to upload to website.
		TL group • PN asked about record keeping from the group meetings. • PN maybe change name of the group to be clear that it is a TL sponsored event. • EG maybe link up with Social Forum to advertise. • MS suggested that some of PN students could present their EDAP projects at the group.		• **ALL** think about how to present the group and different ways of advertising it. • **PN** and **MSm** to discuss talk from students.
2.	DCLP group	• MB asked MS about progress on the vacant lot near to the Florrie. • MS said there are issues with insurance. The council is only willing to do a one year lease and DCLP people have had fingers burnt before so not happy. • Council has said no permanent structures allowed. • Project should have been starting in September, but still waiting for lease to be sorted out. • Has met with Christine Darbyshire to discuss.		
3.	Allotment group	• Need more help. Need to develop beds etc as allotment committee is threatening to take away allotment from TL.		
4.	Potential Heart and Soul group	• MB said she didn't really understand what this would be.		

	• MSm suggested that it is a group that explores how people feel once we recognise that things can't go on as they have. • PN about supporting people in this experience, dealing with the fear and with feeling overwhelmed. • AC thought more about meditation, or linked to some of the work Joanna Macey has been doing.		

OTHER BUSINESS				
No.	Item	Discussion Points/Status	Resolutions	Owner/Action/Timeline
1.	Facilitation Training	• Excited about opportunity. • Would be good to use a tool for networking with other TI's in the area. • Would like to invite, Manchester, Southport, West Kirby, Warrington, Chester, DCLP and Granby Residents. • Feb would be a good time.	• Weekend to be run in Feb • All local TI's to be invited.	• **MS** to discuss a firm date with Cliodhna.
2.	Follow up to Be the Change event	• Feedback from BTC all very positive but everyone asked for more chance to talk with each other. • Discussed possible methods of facilitating discussion • Samoan circles, world café, open space	• In principle agreement to run follow up in March, after the facilitation training.	To be discussed further at November meeting.

3.	Christmas event	Would be nice to have event	Decembers meeting (16th) to be social event.	Responsibility for organising event to be decided for next time.

Date & Time of Next Meeting	18th November 2010	Signed	
Time Meeting Started	7:13	Date	
Time Meeting Closed	8:37		