HCL Trustees & Volunteers Meeting Schedule 2022

Meetings

The aim of the Trustees & Volunteer meetings is to regularly get together with Volunteers to ensure we are operating efficiently.

Where possible, meetings will be held face-to-face, however, it is recognised this will not always be possible, so meetings may be held via video conference (Zoom or otherwise) where necessary to ensure the safety of everyone involved.

Meeting Schedule Notes

The aim is to have each Volunteer meeting hosted by a Trustee on a rota basis as below:

- Host 1 – Jon Smith-Moorhouse
- Host 2 – Annette Harper
- Host 3 – Jane Sorby
- Host 4 – John Martin
- Host 5 – Ali Breacker
- Host 6 – Emma Ward

Full details of the meeting, including an agenda, will be provided by the nominated host, one week in advance of the meeting. It is requested that questions for the host are returned in advance of the meeting to enable answers to be communicated swiftly instead of taken away for the following meeting.

The aim is to try and alternate between day time and evening meetings (to accommodate as many peoples' availability as possible). The exact timing will depend on the host and when they can be available.

The table below offers a series of estimated dates, offset between Trustees meetings to maintain regular and effective communication. Be aware, these are an estimate and may change but should aim to stay within the given week.

HATHERN COMMUNITY LIBRARY
Small Library, Big Ideas

Meeting Schedule 2022

Date	Meeting	Attendance
27th January 2022	Trustees	Host: HCL Chair Attendees: Trustees
10th February 2022	Volunteers Meeting	Host: 1 Attendees: Available Trustees and Volunteers
9th March 2022	Trustees	Host: HCL Chair Attendees: Trustees & Volunteer Co-ordinator
30th March 2022	Volunteers Meeting	Host: 2 Attendees: Available Trustees and Volunteers
27th April 2022	Trustees	Host: HCL Chair Attendees: Trustees
18th May 2022	Volunteers Meeting	Host: 3 Attendees: Available Trustees and Volunteers
8th June 2022	Strategic Planning	Host: HCL Chair Attendees: Trustees & Volunteer Co-ordinator
29th June 2022	Volunteers Meeting	Host: 4 Attendees: Available Trustees and Volunteers
13th July 2022	AGM	Host: HCL Chair Attendees: Trustees, Volunteer Co-ordinator, Volunteers, Members, and General Public
27th July 2022	Trustees	Host: HCL Chair Attendees: Trustees & Volunteer Co-ordinator
24th August2022	Volunteers Meeting	Host: 5 Attendees: Available Trustees and Volunteers
14th September 2022	Trustees	Host: HCL Chair Attendees: Trustees
5th October 2022	Volunteers Meeting	Host: 6 Attendees: Available Trustees and Volunteers
26th October 2022	Strategic Planning	Host: HCL Chair Attendees: Trustees & Volunteer Co-ordinator
16th November	Volunteers Meeting	Host: 1 Attendees: Available Trustees and Volunteers
7th December 2022	Trustees	Host: HCL Chair Attendees: Trustees
28th December 2022	ALL	Host: 2 Attendees: Available Trustees and Volunteers