

ETL AGM 25 June 2020 - on Zoom

Despite the glorious weather 28 people turned up!

Agenda item
<p>1. Welcome and Introduction Board steps down (John)</p> <ul style="list-style-type: none">● Huge thank you to all the volunteers and staff● Mentioning ETL would be well placed for a recession and sharing economy in post Covid● Agenda● Big thank you to Jo Holton bringing huge American energy and effort● Welcome to Inge Panneels● Hello to Cal, John, Gill and Chris as rest of the members of ETL Board● Board officially stood down
<p>2. A quick hello – chat rooms</p> <ul style="list-style-type: none">● Breakout room: have you had any DIY success and failures during lockdown! Clearly lockdown has been productive
<p>3. Approve minutes of 2019 AGM (John) - No objections so approved.</p>
<p>4. Director's annual report 2019-20 (Chris)</p> <ul style="list-style-type: none">● ETL wants to align with U.N. SDGs: ETL will work towards goal nr 5 gender equality, 8 decent work and economic growth, 10 reduced inequalities, 11 sustainable cities and communities, 12 responsible consumption and production and 13 climate action: see https://www.un.org/sustainabledevelopment/sustainable-development-goals/● This translates to becoming a cornerstone of our community, actively inclusive, using ETL knowledge and share it, increasing the opportunities to learn and grow, providing volunteers challenging opportunities, making re-use/reduce and recycle and repurposing the norm, working with business community and imparting values of our work to as many as possible and promoting the value of creativity, art trades to all regardless of academic ability● In 2018-19: 604 new members, average £25.01 for 1 year this means 25% takes up rate

of subsidised membership and pay it forward membership is probably nearer 35%

Completed 4817 loans equates £240,000 in savings, averages of £50 per loan

Unrestricted income generation programme to develop charitable activities has included:

- the start of a paid class programme and undertaking making jobs for other charities thus bringing in unrestricted funds. This included the making and distribution of over 20 accessibility ramps to SMEs in Leith.
- Tools for Life mentorship programme continues and a previous trainee came back as professional maker
- Built and installed 6 free little libraries
- Makers-in-residence programme from woodworkers to needle makers

Opened ETL Party

Fork in the Road mobile kitchen for community gardens (see also below)

See also: <https://edinburghtoolibrary.org.uk/prog/>

Won inspiring volunteer Award Team at Edinburgh City Council

Finally a wee video of the Volunteer Assembly Programme

5. Finances 2018-19

(Cathal)

Receipts and expenditure approved by the ETL Trustees and thank you to Independent Examiner Matthew Davies submitted to the Charity Regulator Dec 2019 and available from OSCR: <https://www.oscr.org.uk>

100K grant from Scot Gov Climate Challenge fund and supported the opening up of the Party ETL

Expenditure: wages followed by rent are largest share of expenditure

Funding sources: the Climate Challenge Funding gave a large spike in income in 2019 but decided to increase unrestricted funding. Looking ahead to 2020 almost 50% were funds raised by ETL through income thus giving ETL a good footing in post covid world where funding is likely to decrease

6. ETL Supporting Communities In A Post-Covid19 World

(Chris) phase 5

- All these were pegged against the UN SDGs.
- Effects on ETL: closed early due to the nature of lending change to ETL lending patterns, limiting the workshop nrs, challenges around sharing of

equipment, financial impact has been mitigated due to donation campaign, renewed memberships, and emergency funding accessed but the landscape has changed! The move to be financially sustainable will thus become more important.

- Reliance on grant funding for all third sector will need to be reduced In 'phase 5' there will be an increased need for a sharing economy but also an opportunity to build on the community spirit displayed during lockdown. Partnerships that can be built on local national and international such as the local E'b mask initiative for example where Jonny stepped up with ETL delivery.
- Supporting other libraries to establish formally
- Ensuring ETL membership is more diverse, active inclusion by seeking out those who are not already part of ETL. BLM has brought this into focus: can you help us to do so and write a manifesto: what does ETL stand for? We are doing racism awareness training, disability awareness training. Performance indicators introduced
- 'Adopt a Tool Model' presented by Terence, started just before lockdown: where does ETL want to be in 2 y time; Korero studio helped with design sprint, covered by Creative Informatics grant, and figuring out a way to better use the ETL data to demonstrate what tool libraries do for people? How might ETL cover revenue gaps to become financially independent? 'Adopt a Tool' campaign to shout about the charitable aims of ETL. Different tiers of memberships or gifts support specific charitable strands such as Tools for Life programme for example. See: <https://edinburghtoolibrary.org.uk/?s=Adopt+a+tool>
- Sarah Calmus briefly talked about the Fork in the Road mobile kitchen for community cooking session at Whale Arts funded by Lottery funding which will finish end of summer (can there be no extension??) Instead working with Out of the Blue Print to make a sustainably printed cookery booklet and online booklet teamed up with the food deliveries network and Make Bank (Tom Pigeon) to create a network for drop off points for the leaflet; calls for contributions and sharing. Here's the FITR leaflet you can download and share with others - <https://tinyurl.com/FITRCookeryBooklet>
Here's our Fork In The Road Instagram Account: https://www.instagram.com/fork_inthe_road/

7. Good Governance and updated ETL policies

(Gill)

- Informed by her work at the Lottery, Gill has brought her insight to the value of good governance back to the ETL. The board intends to use SCVO's Good Governance Guide toolkit to help dissect and develop the ETL over the next year. This will strengthen and develop ETL internal good governance based on five principles; organisational purpose, leadership, board behaviour, control and effectiveness. The Good Governance Guide is a statement of best practice, and will allow ETL to ensure it is continually

developing it's own best practice. A well run and efficient organisation is not only important for the safety of it's staff, volunteers and members, it is also important for gaining funding and support from the wider sector. In line with this, ETL has been developing its policies. Internal policies have been updated regarding board recruitment and induction, and Gill and Sarah have been working on strengthening ETL's Equal Opportunities and Diversity policy. This outlines ETLs commitments and accountability in line with equality considerations. This will be regularly reviewed and will sit well alongside equality training for staff. External facing policy documents and also AGM minutes can now be found on the ETL new website!

[\(https://edinburghtoollibrary.org.uk/documents-minutes-policies/\)](https://edinburghtoollibrary.org.uk/documents-minutes-policies/)(participants received a link to this page with their AGM invitation).

8. Questions from the members

- How will the opening of the ETL workshop operate in practice with social distancing; Chris said masks would be compulsory (provided at cost price), limiting numbers, tools to be allocated to designated persons... but mostly holding back probably on a par with gyms and physical spaces such as those. ETL is thinking through the practicalities of how to keep tools cleaned and wiped down in shared spaces. Booking systems will need to be in place sadly thus changing the previous drop in nature of the workshops.
- Could workshop places be expanded to increase the physical spaces available? The answer is not at this moment.

9. Election/ re-election of members to board

Elections via Polls: 14 votes via polls + four extra ones (who could not see the votes) unanimous re-election of the Board: 18 votes

10. Close

Thank you to everyone who attended and took part!

Thanks to Cecile for the behind the scenes support, to Inge for the minutes and of course to the volunteers to being generally amazing!