**11 September 2019 Volunteer Coordinators’ Network Meeting**

Aim of the network:

* Provide support on common issues that Volunteer Coordinator’s (VC) experience
* Provide good practice and resources on volunteer recruitment and management
* Provide relevant training for VCs

Attendance and apologies:

Present: 14 organisations (see below for attendee list)

Apologies: Peshang Arkawazi (sick leave)

The current Chair Matt Hatt, Imperial Healthcare, has resigned as he has left his organisation, and Vice Chair Toni McSherry, Home Start, has been appointed Chair.

Minutes:

1. VCN Chair: Toni McSherry. Welcome and short presentation detailing her career in the voluntary sector

1. OW 2019 Volunteers’ Fair. Discussion about the different ways to make the fair a success included:

* Ways to promote including how to reach more suitable and bigger number of vols
* Ways to encourage organisations to register
* Evaluating previously recruited volunteers to measure impact

1. Guest speaker: Eshita Unadkat, One Westminster’s DBS Administrator. Her talk included

* What DBS is and background information
* Legislation & policies, including policy to recruit ex-offenders
* Understanding the different levels of check
* One Westminster DBS umbrella service for organisations

1. Questionnaire: Volunteer Coordinators attending the meeting were asked to

complete the following

* Which part of the network meeting did you find most useful?
* What would you like to gain from the network?
* What is your aim or goal?
* What other support would you like us to provide, for example, training?
* Would you like to cover any specific topics in future networks?

1. News and Updates:

* Upcoming training session to be organised by One Westminster, ‘Improve your presentation skills’ – time and location will be confirmed ASAP
* Open discussion: What course would you like to re-run? Attendees requested ‘Recruiting and training volunteers’
* Introduction to volunteering: Attendees looked at this WAES flyer which details dates and location for this course. (See attachment)
* Volunteer recognition opportunities were discussed, and information shared about the upcoming Xmas carol concert at Lord’s Cricket Ground and 19 December Friendship Matinee at Royal Albert Hall (tickets £5 each).

**Action plan:**

* Evaluate the organisations’ feedback forms – Peshang Arkawazi
* Confirm the theme, time and date of the next session ASAP – Peshang

Arkawazi

* Online invitations will then be sent out – Peshang Arkawazi
* Organisations interested in attending Lord’s Xmas carol concert or

Royal Albert Hall Friendship matinee should send contact details to Peshang Arkawazi

* Role description of Vice Chair will be sent to any interested candidates –   
  Peshang Arkawazi

**Next meeting - Time/Date and Location TBC**

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| **Display Name** | **Job Title** | **Current Employer** | **Email** |
| Satu Ojanen | Get Volunteering Coordinator | Depaul UK | satu.ojanen@depaulcharity.org.uk |
| Makeda Durant | Volunteering Support Officer | Imperial Health Charity | makeda.durant@imperialcharity.org.uk |
| Lance Kuhn | Volunteer Coordinator | The Connection at St Martin's | lance.kuhn@cstm.org.uk |
| Ana Ndekwe | Project manager | Paddington Development Trust | ana@pdt.org.uk |
| Gemma Clemson Brown | Programme and Volunteering Manager | Kidscape | gemma@kidscape.org.uk |
| Anna Jones | Sport Volunteer Coordinator | Groundwork London | active@teamwestminster.org.uk |
| Mukta Munshi | London Basketball Association | Head HR | mukta.munshi@thelba.co.uk |
| Sara Peskett | Volunteer Manager | Grand Junction at St Mary Magdalene's | sara@grandjunction.org.uk |
| Noeleen Fitzgerald | Resettlement Support worker | Church Army - Marylebone Project | noeleen.fitzgerald@churcharmy.org |
| Toni McSherry | VOLUNTEER DEVELOPMENT OFFICER | Home-Start Westminster | toni@hswestminster.co.uk |
| Shelly Galea | Coordinator | ValueYou | coordinator@valueyou.org |
| Liz Rickarby | Keep Active Westminster Coordinator | Bishop Creighton House | erickarby@creightonhouse.org |
| Zahraa Fedhel | Retail Volunteer Coordinator | Octavia Foundation | zahraa.fedhel@octaviafoundation.org.uk |
| Adam Wilson | Volunteer Development Officer | Carers Network | adam.wilson@carers-network.org.uk |

Attendees and their contact details: