



The Kent MS Therapy Centre
 Bradbury House, Merton Lane (North)
 Canterbury Kent CT4 7DZ

**Minutes of the Board of Trustees Meeting
 held on Friday, 20 January 2017 at 09:00**

Administration

Present:

Trustees – Peter Walker (PW)
 Martin Lawrie (ML)
 Andrew Lawrie (AL)

Chairman – Hilary Brian (HB)
 Treasurer – Sam Rouse (SR)

In attendance:

Centre Manager – Jason Steelman (JS) Minute Secretary – Danielle Bradford (DB)

Apologies for absence:

Jo Mills (JM), Jill Tompkins (JT) and Sharon Wilding (SW).

Absentees: None

AGENDA ITEM:	ACTION:
1. Minutes of previous meeting held on 16/12/2016: <ul style="list-style-type: none"> • The minutes were approved.. Matters Arising: <ul style="list-style-type: none"> • AL informed the Board that Leo Wilde with regret, has resigned as Chairman. • The Board unanimously voted in Hilary Brian as the new Chairman of the Board of Trustees. • SW will be the new representative of the Trustees to Frank Brake. • The Board gave their personal acknowledgment of their gratitude and thanks to LW for all his hard work, dedication and leadership. • There were no other matters arising not covered by the agenda. 	<p>J Steelman to inform Centre staff and users.</p> <p>S Rouse to update Charity Commission and Companies House.</p> <p>A Lawrie to draft a personal letter thanking LW.</p>
2. Treasurer Report <ul style="list-style-type: none"> • The December 2016 Management Accounts were presented. 	
3. Centre Manager Report <ul style="list-style-type: none"> • JS has informed the Board, that Saturday morning openings will begin as planned on 4 February. • This will be a soft launch with limited services which will expand as the pilot project matures. • JS presented a revised 2017 budget. This was approved by the Board. • JS and SR is working to file a Gift Aid claim from the suggested therapy donations received from the members, from 2015/2016 • SR and JS have been working on a 6 month strategy plan, to review the charity's banking services as well as market test key suppliers. A further report will be made to the Board when the review is complete. 	<p>A Lawrie to speak with T Meire re: Centre Lease.</p> <p>H Brian to phone Mary Daly .</p> <p>J Steelman to follow-up with letter to release restricted funds.</p>
4. Support Manager Report <ul style="list-style-type: none"> • Heather is now taking on member assessments on Tuesdays. Karen and Heather are working closely together on this. • Karen informed the Board that John Winder had passed away in December, and his family have requested his ashes be buried on the Centre Grounds. • The Board has agreed on a scattering of his ashes, there will be no plaque or memorial displayed. 	<p>J Steelman will discuss J Winder's ashes with KM.</p>

	<ul style="list-style-type: none"> The Board personally thanked Karen and praised her for all her hard work and commitment to the Centre and its members. She is a credit to the Centre. 	
5.	<p>Fundraising Report</p> <ul style="list-style-type: none"> The Board discussed the Strategy Points circulated by HW prior to the meeting. 	
6.	<p>People Report</p> <ul style="list-style-type: none"> Nothing to Report 	
7.	<p>Marketing & Publicity Report</p> <ul style="list-style-type: none"> Nothing to Report 	
8.	<p>Operations & Risk Management Report</p> <ul style="list-style-type: none"> Nothing to Report 	
9.	<p>Members Report</p> <ul style="list-style-type: none"> Nothing to Report 	
10.	<p>Strategy Report</p> <ul style="list-style-type: none"> SW circulated a draft Strategy report to the Board. Further work will be undertaken with Trustees and Staff. 	<p>All Trustees to read strategy and provide feedback to S Wilding directly.</p>
11.	<p>Any other business:</p> <ul style="list-style-type: none"> JS is still waiting for information on a proposal for the fire escape and shop storage. AL is to sign off the AGM meeting minutes PW is to be absent from the next board meeting. 	<p>J Steelman to follow-up with Nick Hamer.</p> <p>A Lawrie to review and sign AGM minutes.</p>
12.	<p>Confidentiality: There were no matters deemed confidential.</p>	
13.	<p>Date and time of the next meeting: Friday 17th February 2017 starting at 08:00</p>	
14.	<p>The meeting concluded at 10:20</p>	

These minutes were agreed to be a true reflection of events and signed by the Chair.

_____ Date _____