



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

**Minutes of the Board of Trustees Meeting  
 held on Friday, 16<sup>th</sup> June 2017 at 08:00**

**Administration**

Present:

Chair – Hilary Brian  
 Trustees – Jill Tompkins  
 Martin Lawrie  
 Andrew Lawrie  
 Peter Walker

In attendance:

Centre Manager – Jason Steelman 09.00      Minute Secretary – Danielle Bradford 09.15

Apologies for absence:

Sam Rouse, Jo Mills (dialled in from 08.30) and Sharon Wilding

**AGENDA ITEM:**

**ACTION:**

**Minutes** of previous meeting held on 19<sup>th</sup> May were approved and signed by Andrew who had chaired the meeting

**Vice-chair** – Andrew gave update on Lease ie still awaiting action from Wachters. Agreed Hilary to try to elicit necessary information from Chair of Rugby Club when they meet.  
 Andrew confirmed there is currently no exposure to risk for KMSTC

**Hilary**

**Centre Manager** - In Sam's absence Jason presented the May 2017 Management Accounts.

**Support Manager** – report included in Centre Manager's report this month and will do henceforth. Karen is happy with this.

**Treasurer** – It was agreed that Hilary and Moira should both become signatories.

- Hilary has sent draft policy on expenses, online access etc to Sam, awaiting approval before working up for presentation to next Board.
- Jason has identified all the members whose donations can attract Gift Aid and sent details to Sam to process. Evidence available for any claim should it be requested.
- Sam to supply guidelines for us to ensure compliance between our banking policies and Bank Authority requirements

**Jason**

**Sam & Hilary**

**Sam**

**Fundraising** – No report this month as no-one in post. New Head of Fundraising, Moira Mitchell starts Mon 19<sup>th</sup> and will be invited to next Board to meet all Trustees.

- Consideration was given as to whether the Fundraising report should also be included in the Centre Manager's report but it was felt so important that Moira should be invited to present this herself, by telephone if required, so that Trustees can ask any questions directly at each Board
- The new Fundraising office is now in the old Boardroom to allow members to use the second gym as a physio room and the treatment room for its intended purpose. (Board meetings in Function room henceforth)

**Jason**

**People** – Some confidential matters were discussed  
 New Trustees – draft Recruitment & Induction processes were approved along with Skills Matrix

<p><b>Marketing &amp; Publicity</b> – Sharon had fielded a report and email with question as to the implementation of changes to membership and supporter classifications.</p> <ul style="list-style-type: none"> <li>• Consideration was given to the potential additional income - it was felt that this should be dealt with by Jason and Moira in her early days and response sent to Sharon/feedback when they meet with her</li> </ul>	<p><b>Jason to respond w/c 19<sup>th</sup> June</b></p> <p><b>Jason and Moira</b></p>
<p><b>Operations</b> Jill has been in touch with the Eurovestec contact and can now progress the realisation of these Shares.</p> <ul style="list-style-type: none"> <li>• New Trustee with responsibility for Operations to be recruited. Jo offered to send a template 'job description'. Jill will work this up and advertise in Reach, Volunteer Bureau and our own website</li> </ul>	<p><b>Jill</b></p> <p><b>Jo</b></p> <p><b>Jill</b></p>
<p><b>Members</b> – Peter has reviewed last year's Members' Survey and will progress with Sharon for full report next Board. Martin will work on this with Members when the Survey has been produced.</p>	<p><b>Peter &amp; Martin</b></p>
<p>Chairman – no Governance issues Hilary reminded all of the <u>Strategy</u> document and their responsibilities. All agreed to field a report for each Board meeting, even if this is an email to say Nothing to report. A discussion followed about response to emails – time frames for response to be included henceforth. <u>Risk</u> – no assessments for review this month. Finance due in July</p> <p><u>Stakeholders</u> – Hilary reported that the Bradbury House sign is now in place (the stone one proposed was going to be very expensive, John Hobbs had kindly provided and installed this huge, beautiful sign free of charge) Hilary has sent May accounts to <u>Frank Brake</u> and will meet him on 12<sup>th</sup> July. <u>Patrons</u> – Martin reminded us that Countess Mountbatten, who sadly passed away this week, was one of our Patrons. A letter of condolence to be sent It was felt that Rob Keys could and should be better engaged with, for consideration with Moira</p>	<p><b>All Trustees</b></p> <p><b>Sam</b></p> <p><b>Hilary</b></p> <p><b>Sharon &amp; Moira</b></p>
<p>The meeting concluded at 09.20</p>	
<p>Date and time of the next meeting: <b>Friday 21<sup>st</sup> July 2017 08:00</b></p>	

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

\_\_\_\_\_ Date \_\_\_\_\_