



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

**Minutes of the Board of Trustees Meeting
 held on Friday, 21th July 2017 at 08:00**

Administration

Present:

Trustees – Jill Tompkins
 Sam Rouse
 Sharon Wilding

Chair – Hilary Brian

In attendance:

Centre Manager – Jason Steelman 09.00

Apologies for absence:

Martin Lawrie, Andrew Lawrie, Jo Mills

AGENDA ITEM:

ACTION:

<p>Minutes of previous meeting held on 16 June were approved. JT awaiting further information on the Centre's Eurvestech shares. HB to contact Chair of Rugby Club for information needed to complete the lease.</p>	<p>Jill Hilary Jill</p>
<p>Centre Manager – The Centre Manger report was tabled. The Saturday opening pilot project will be an Agenda item for August.</p>	
<p>Fundraising – The Fundraising report was tabled – it was the first report from the new Head of Fundraising and Board felt the report was good and clearly laid out. The suggestion of a café was discussed – Trustees were interested and requested further detail as to how this may work at the Centre.</p>	<p>Moira</p>
<p>Treasurer – The June Management Accounts were presented. Some of the reduction in income noted for the month is a result of the Fundraising pause due to staff changeover. SR discussed the need for tighter cash flow management procedures and the advantages of an in-house finance function – Board agreed to bring the Finance responsibilities back in house. SR to spec a Job Description for the Board.</p>	<p>Sam</p>
<p>Marketing & Publicity – The Members survey is ready for distribution. The preference is for online completion with hard copies as a backup. A final review has been done including a trial of the paper version. The Board decided to delay the launch to 1 September to account for the summer holidays. The closing date for the survey will be 30 September. There is a meeting scheduled for 27 July with Karen to discuss Membership recruitment. The next newsletter is scheduled for autumn.</p>	<p>Sharon</p>
<p>People – No Report</p>	
<p>Governance – The Trustee Job Description for Operations was agreed pending the agreed changes</p>	<p>Jill</p>
<p>Members – Peter Walker has resigned from the Board. An update to Members on the Physiotherapy vacancy is to be circulated.</p>	<p>Jason</p>
<p>Strategy – A formal update to on-going Strategy items to be completed and included in the document. The charging strategy will be a formal agenda item for the September Board. JT to meet with Karen and Jason on 25 July.</p>	<p>Jason, Moira, Karen</p>

<p>Risk – The financial risk assessment is due for annual review. SR to complete and report to Board.</p>	<p>Sam</p>
<p>AOB: SR has been approached by a contact from the Norfolk MS Centre. They are looking to expand their operations and may want to visit KMSTC. SR will report back when contacted. The Board was given flyers for the Christmas ball to distribute and promote sales.</p>	<p>Sam All Trustees</p>
<p>The meeting concluded at 10.00</p>	
<p>Date and time of the next meeting: Friday 18 August 2017 08:00</p>	

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

_____ Date _____