



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

**Minutes of the Board of Trustees Meeting
 held on Friday, 18th August 2017 at 08:00**

Administration

Present:

Chair – Hilary Brian
 Trustees – Jill Tompkins Andrew Lawrie
 Sam Rouse Martin Lawrie
 Sharon Wilding Jo Mills

Confidential matters discussed and all brought forward to Open business.

Jason Steelman, Ian Bryant (Prospective Finance Trustee) and Terry Hughes (Prospective Operations Trustee) joined at 08.40 for open business

Apologies for absence:

Nil

AGENDA ITEM:

ACTION:

Strategic decisions:

The advert for the internal accountant has been placed and some applications received already. Interviews to be held early September

**Hilary & Jason to shortlist
 Ian, Jill, Hilary to interview**

It was agreed that since the Centre has moved sites, it has developed to a point where a Chief Executive Officer is required to take it forward to the next level with focus on Strategic development.

4 recruitment Agencies identified, one selected to be approached for further discussion and engagement to commence search by early September.

Jo Mills

Board accepted with regret the resignation of Sam Rouse, the Treasurer. Sam has been with us 3 years during which she has modernised and streamlined our accounting systems. On appointment, the new internal accountant will take on all finance functions in-house providing efficiencies and ensuring compliance.

Terry Hughes and Ian Bryant were proposed as new Trustees, subject to interviews taking place immediately after the meeting.

2 panels of interviewers

Members to be emailed with above announcements with further detail

Hilary & Jason

Centre Manager report (including Support manager's report)
 A 6 month review of the Saturday opening Pilot Project was presented to the Board. This was for the period of February to July 2017.

Income & Expenditure:

Income	8,489.66
Expenditure	-7,117.50
Sub-Total	1,372.16
Running Costs	-3,303
Total	-1,930.84

Average Session Usage:

HBO	46%
Massage/Reflexology	87%
Physio	40%
Yoga	38%

Board agreed to continue Saturday openings up to Christmas with additional

effort to promote the HBO to non-MS users as Saturday opening could be crucial to attracting people that work and review the programme at January Board. that we continue.	Jason/tbc
Head of Fundraising The Board agreed that it is important for Moira to attend meetings and present her report at Board in future.	Moira
<p>Treasurer – The July Management Accounts were presented.</p> <p>The accounts show a £20k deficit which is attributable to a shortfall in income generated across all income categories. The net deficit is a shortfall in income of £34k. Costs have been contained and show a positive variance of £13k.</p> <p>Board approved the cost of Kreston Reeves providing Payroll services (£540+VAT per annum) and Management accounts (£350+VAT pcm).</p> <p>Eurovestec – company have lost share certificate. Copy to be obtained.</p> <p>Board insurance policy – Andrew confirmed that this is fit for purpose. Premium for forthcoming year to be paid.</p> <p>Vice-chair</p> <p>Lease – Andrew reassured Board that there is no risk to the Centre but it is desirable to have the Lease in place. To contact Rugby Club’s solicitors to try to resolve</p>	<p>Sam</p> <p>Jill & Andrew</p> <p>Jason</p> <p>Andrew</p>
Marketing & Publicity – The member survey will be out in September. Sharon has agreed to meet with Moira to brief her to create a plan for Fundraising and targeting our marketing to increase HBO usage.	Sharon, Moira, Hilary
Members – Martin explained to Board the concern of Members at the lack of physiotherapy input for them.	Jason & Hilary to work on action plan
Risk – Financial Risk assessment outstanding – to be deferred until November.	
<p>AOB:</p> <p>Board had received a letter from a Member concerning the admission of her dog to the Centre. Jason fielded a draft policy to Board which was accepted.</p>	Hilary to meet with the Member
The meeting concluded at 10.00	
<p>Date and time of the next meeting: Friday 15th September 2017 08:00</p> <p>The enormous effort Martin makes to attend meetings was gratefully acknowledged and it was agreed that a review will be undertaken to see if another time would be more suitable for all to attend. It is the Board’s clear intention to receive input from Members – if anyone has any issues, please refer them to Martin Lawrie or Jill Tompkins who will bring them before the Board.</p>	Spreadsheet sent to Board to identify most popular time that allows Members to attend

Post meeting note:

The panels of interviewers unanimously approved both new Trustees who will join the Board with immediate effect – we look forward to working with them and thank them for their interest and enthusiasm.

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

_____ Date _____