



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

**Minutes of the Board of Trustees Meeting
 held on Friday, 15th September 2017 at 08:00**

Administration

Present:

Chair – Hilary Brian
 Trustees – Jill Tompkins Andrew Lawrie
 Sharon Wilding Terry Hughes

Confidential matters discussed and all brought forward to Open business.

Jason Steelman joined at 08.15 for open business. Moira Mitchell was present to discuss her report.

Apologies for absence:

Ian Bryant, Martin Lawrie, Jo Mills

AGENDA ITEM:

ACTION:

Strategic decisions:

The first round of interviews for the internal accountant was 13 September. Two candidates were selected to the next stage on 20 September.

The CEO advert will be live by Tuesday 19 September. Interviews are scheduled for 27 and 30 October.

Ian, Jill, Hilary to interview

Centre Manager report (including Support manager’s report)
 The new donation station is in place and ready to be used.

Nikki Guck has agreed to provide Physiotherapy services on Thursday afternoons from 1:30 to 5pm. This will start 21 September.

The Board agreed to consider at the next meeting an analysis of HBO and Hydrotherapy use. This should include a definition of the available market, the realistic percentage that can be captured, and to investigate what other Centres offer.

Head of Fundraising Moira presented her revised strategy and targets for 2017. Her priority for the remainder of the year will be on additional new major donors and trust applications. She is confident that she will meet her targets. She is also reviewing the Centre fundraising events to better utilize staff time and income generation. Sunday 24 September is the Cycle Ride. HBO Vouchers will be given to the participants.

Moira

Treasurer – The August Management Accounts were presented.

- Restricted income received from Martin Neame Limited totalling £2,500 for the purchase of the porta cabin which has now been capitalised.
- A total of £1,182 has been allocated to the Saturday opening restricted fund. This fund has now been fully spent.
- You will recall from last month that I advised that the income was £35k behind budget and the year to date position has not really improved after this month, albeit the income for this month has virtually achieved budget with a minor shortfall of £382.

. Eurovestec – Duplicate share certificate to be obtained.

Jill & Andrew

<p>Vice-chair</p> <p>Lease – The Lease is still incomplete. It was suggested AL contact Tony Meire for assistance.</p>	<p>Andrew</p>																				
<p>Marketing & Publicity – The member survey is now live. The closing date is 8 October. SW recommended a website refresh as it has been 2 years since its last re-design. Work has started on the next newsletter due out in October.</p> <p>SW tabled a proposal to increase the HBO charge for Non-MS users. New standard prices are</p> <p>1 session = full price of £20.</p> <p>Buy 10, in advance and get one free, Buy 20 in advance and get 3 free.</p> <p>HBO users are required to become an associate member (or full member for MS services - different pricing applies).</p> <p>Details are:</p> <table border="1" data-bbox="181 712 1091 981"> <thead> <tr> <th>Full price</th> <th>Discount</th> <th>Charge</th> <th>% change</th> <th>Per session</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>0</td> <td>20</td> <td>33%</td> <td>20</td> </tr> <tr> <td>200</td> <td>20</td> <td>180</td> <td>20% Get 1 free</td> <td>18</td> </tr> <tr> <td>400</td> <td>60</td> <td>340</td> <td>13% Get 3 free</td> <td>17</td> </tr> </tbody> </table> <p>Ian's comments were noted but it was felt that the new charges should be implemented immediately</p>	Full price	Discount	Charge	% change	Per session	20	0	20	33%	20	200	20	180	20% Get 1 free	18	400	60	340	13% Get 3 free	17	<p>Sharon, Moira, Hilary</p> <p>Jason</p>
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<p>Members – Members had a positive response to the recent Chairman's message on the changes at the Centre. Martin reported that Members were feeling more 'settled'.</p>																					
<p>Operations – Terry had raised a question about Due Diligence, bearing in mind the new developments. Hilary had circulated a Risk Assessment which it was felt addressed this adequately.</p>																					
<p>Risk – Financial Risk assessment outstanding.</p>	<p>Hilary</p>																				
<p>AOB: The strategy should be reviewed and updated due to the change in personnel. Board members will identify the necessary actions to complete objectives. The AGM will be on Friday 17 November at 1000 after the Board meeting. It will be held downstairs with catering provided.</p>	<p>ALL Board members</p>																				
<p>The meeting concluded at 9:40.</p>																					
<p>Date and time of the next meeting: Friday 20 October 2017 08:00 Shortlist of CEO candidates will be immediately after Board for those who can/wish to stay Frank Brake will be visiting the Centre from 12.30</p>																					

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

Date _____