



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 December 2017

Present:

Hilary Brian, Andrew Lawrie, Jill Tompkins, Terry Hughes, David Bailey, Sharon Wilding

In attendance:

Keziah Cunningham

Apologies for absence:

Martin Lawrie, Ian Bryant, Adrian Gray

AGENDA ITEM:

ACTION:

Minutes of previous meeting held on 17th November 2017 have been approved.

Action points:

- Eurovestech shares – Duplicate certificate being chased
- Lease – Tim Townsend calling EGM of Rugby Club
- Article in local press indicating Chris Wachter had donated the land to KMSTC

Hilary to expedite
 Andrew to follow up
 Andrew to query with Chris Wachter

MANAGERS' REPORTS

CEO

- Keziah was welcomed and introduced to everyone. She was in attendance today as an observer.
- She will commence her employment with KMSTC on 19th February 2018
- Letter to go to Members inviting them to meet her on January 20, including a celebration of our being in the new Centre for 3 years

Hilary & Keziah to draft

Financial Controller

- Problems persist with transfer from previous methodology.
- October's amended management accounts are available
- November's Mgt Accts are being prepared and should be in-house from February
- David Bailey offered to facilitate access to Sage training for Adrian

Adrian to contact David

Head of Fundraising

- Board was very pleased to hear Moira is recovering well
- It was hoped that Moira will be able to provide her Event schedule, with outcomes, for next Board in order to move budget forwards

Moira

Support Manager

- Membership renewal letters have been sent out
- GDPR discussion to be deferred to February Board

TRUSTEES' REPORTS

Chair

- Hilary confirmed that Jo Mills has resigned with immediate effect
- No Trustee with HR responsibility will be recruited. Josie Harrison of HRGO has already helped us greatly with advice & documentation.
- It was agreed that 1 Board vacancy will be held
- KMSTC Animals in the Centre policy agreed – only Registered and certified Assistance dogs will be permitted in the Centre.
- Hilary reminded everyone that Board meetings will be on 3rd Friday of each month in 2018 @ 08.00 with AGM immediately after May's Board meeting

Card of thanks sent to Jo
 Thank you note sent HB

	<ul style="list-style-type: none"> • Before Keziah commences and while Hilary is in India, Sharon will support Moira and Ian for Adrian as usual. Terry will support Karen 	
Vice-chair	<ul style="list-style-type: none"> • No update on Lease 	Andrew to monitor as above
Treasurer	<ul style="list-style-type: none"> • Jill reported various unexpected sources of income • Organiser of Fundraising event, John Trainor, known to Trustee • It was agreed that the Budget will not be finalised until March Board, allowing time for proper consideration of all elements. • Consideration to be given as to whether accounting year changes from January – January to reflect new budget date 	David Bailey to connect Keziah, Ian & Adrian
Finance Trustee		
Marketing & Publicity	<ul style="list-style-type: none"> • It was agreed that there were no immediate actions flowing from the Members' survey. They are, largely, happy with the Centre • Keziah will address this when she meets everyone formally in January 	Sharon to send survey to Keziah Keziah
Members' Trustees	<ul style="list-style-type: none"> • Martin reported that it was thought that a Legacy donation for raised flower beds had not been spent. Jill confirmed that these had been purchased. • Martin also reported that Members were delighted to have met Keziah and she has already formed a good impression! • Jill had no other feedback from Members 	Martin to feed back to Member
Operations	<ul style="list-style-type: none"> • Terry will work with Keziah to carry out a SWOT analysis of the Centre and then to set both short and medium term Objectives, focussing on priority. • He will also consider other Operational matters before next Board • Terry is keen for the Centre to lead on identifying suppliers and disposal of recyclable materials, plastic in particular, and will bring suggestions to January Board 	Terry & Keziah Terry Terry
Trustee David Bailey	<ol style="list-style-type: none"> 1. I have requested a consolidated statement of costs to date from ADM (computer/network/internet provider) so that these can be settled. 2. Our support contract with ADM remains in place. 3. Priority number 1 is the broadband and we will sort out the rest of the IT infrastructure once Keziah has had time to get her thoughts together on the direction and needs of the business. However, our overarching strategy is to move most systems to cloud based services, such as Office 365, managed by an external company such as ADM or SNS. <p>Broadband</p> <ol style="list-style-type: none"> 1. The current service will not support the business. 2. The best option that gives sufficient capacity for now and future growth is a private leased Optical Fibre cable to the building. 3. Lion House will supply a 50Mbps leased service on a 100Mbps capable Fibre Optic Cable to the building on a 36-month contract for £336.00 per month with a £0.0 Installation fee. We will of course save the monthly cost of the existing broadband service. 4. This is subject a site survey by OpenReach to determine what, if any, excess construction costs are required in getting the cable to our building and the board's agreement to those charges. 5. If the excess construction costs mentioned in point 4 prove prohibitive we will look at another option 6. Once the new leased service is in place we can reduce expenditure further by moving the current ADSL broadband service over which the telephone system runs to the new line. <p>Board delegated authority to David to go ahead with acquiring faster Broadband/Wifi. The Chair and Treasurer are authorised to sign off any expenditure</p>	

STANDING ITEMS		
Governance A Board performance review is due.		Hilary (for action on return from India in March).
Health & Safety Responsibility for this had been delegated to the former Centre Manager. It was agreed that an audit is now due and should be commenced as soon as possible.		Hilary
Risk The proposed Governance Risk Assessment was agreed by all		
Strategy The current Strategy will be reviewed by Keziah as she becomes familiar with Operations and may identify new options.		Keziah with Board
AOB: <ul style="list-style-type: none"> • Andrew asked for assurance that with the reduction in Karen Middlemiss' working hours, newly diagnosed people will not have an extended wait for assessment. • Andrew also requested that previous major donors are contacted again, as a matter of urgency, to see if they will help us take the Centre forward now that we are fully set up and are planning for increases in services. • Terry reported that the planning for his Golf Day at Boughton in Sept was well under way. He will be seeking corporate sponsorship for holes etc. 		<p>Karen will only be working 5 hours less/wk and Heather is fully trained to carry out assessments so there will no detriment to the service.</p> <p>Keziah and Moira (on her return from sick leave)</p> <p>Terry & Moira</p>
Date and time of the next meeting: Friday January 19 th 2018 08:00 Bradbury House		

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

_____ Date _____