



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

**Minutes of the Board of Trustees Meeting
 held on Friday 17 August 2018**

ADMINISTRATION

Present:

David Bailey, Ian Bryant, Keziah Cunningham, Richard Curzon, Terry Hughes, Sharon Wilding.

In Attendance:

Maria Davis
 Prospective Trustees: Caroline Bryant, Mary Cox, Ian Howells (for part thereof).

AGENDA ITEM:

ACTION:

Minutes of previous meeting held on 20th July have been approved.

Conflict of Interest noted by DB: VAT advice being provided by his son, Simon Bailey (Burgess Hodgson).

Action points resolved:

- Vacancies on Board of Trustees in the process of being filled
- Charity Commission & Companies House – login details now held jointly; KC & TH.
- Confidentiality and Declaration of Interests documentation completed by RC

Action points ongoing:

- Solar Panels.
- Data Protection Policy - KC awaiting template from MS National.
- Lease – in hand, significant progress made.
- HBO operators *team day* – Karen Middlemiss to be invited.
- List of upcoming fundraising events with individual Trustee allocation (where possible).
- Appointment of additional Trustees; subsequent to the successful introduction this morning of the Prospective Trustees (referred to above) to the Board and it's remit.

Keziah

Richard, David
 Keziah, Moira

Sharon (All)

MANAGERS' REPORTS

CEO

Report received.

<ul style="list-style-type: none"> • Bank Balance (17/08/18) provided verbally; buoyed by Trusts & Foundations (see Fundraising Report). • Positive meeting with local representative of the MS Society – complimentary rather than competitive fundraising hopefully going forward. • Communication of changes in hand (KC & Jude) mailing anticipated mid September for implementation mid October. 	Keziah
<p>Issues identified</p> <ul style="list-style-type: none"> • Directors Insurance due renewal • Definition of Associate Membership needs clearer identification and the processes of booking fuller explanation. • Restricted Funding – if donor specific, must comply with wishes; <i>towards</i> should include any related costs; seek flexibility. • Keziah advised Annual Leave (accruing) and booked dates in immediate future. 	Keziah Keziah All
<p>Fundraising</p> <p>Covered in CEO report.</p>	
<p>Support Manager</p> <p>Report received.</p>	
TRUSTEES' REPORTS	
<p>Chair</p> <p>Oral report.</p> <ul style="list-style-type: none"> • Nicola Augusts' offer to facilitate/ host advice sessions for members on access to services to be accepted. • Articles of Association discussed; Board to consider review / revision in due course (no date set). 	Sharon
<p>Treasurer</p> <ul style="list-style-type: none"> • April a/c's provided. • Dawn (priority on appointment) - May / June/ July accounts. • The classification of items / restricted funds to be revisited and updated in time. 	
<p>Marketing & Publicity</p> <p>Covered in CEO report (frustrations resolved).</p>	
<p>Members' Trustees</p> <p>Board proposed creation of a Members Social Committee – facilitate social activities; generate fundraising; reduce staff resourcing.</p> <ul style="list-style-type: none"> • Identify individuals. 	Richard

<ul style="list-style-type: none"> Allocation of petty cash to launch their project to be investigated further <p>Operations Objectives being finalised; idea that facilities may be extended to nonMS “recovery” to attract new income.</p>	
<p>Strategic Plan</p> <p>The strategy document drafted by DB is to be renamed an Operational Plan that will cover actions over the next 10 months. Actions listed need completing with dates and owners by next meeting.</p> <p>A 3-5 year vision (where we want to be) to be developed to inform the full strategy (how do we get there). Discussion on vision to be held in the coming months (no date set).</p> <ul style="list-style-type: none"> This will enable the existing strategy document to be updated – potential to split in 2 into separate marketing elements that are important for external audiences. 	<p>David</p> <p>Sharon</p>
<p>Trustee David</p> <p>Broadband 24th August; post installation dates required for implementing benefits of improved internet service:</p> <ul style="list-style-type: none"> Office 365. Full WiFi coverage. Trustee email accounts. 	<p>David</p>
<p>STANDING ITEMS</p>	
<p>Governance</p> <ul style="list-style-type: none"> Bimonthly Board Meetings agreed implementation after Sept Time to remain 08.00-10.00 hrs but Trustees to allow potential extension to 11.00 Monthly management accounts to be issued in between meetings 	
<p>Health & Safety</p> <p>No issues.</p>	
<p>Risk</p> <p>Considered with Health & Safety and Board Review.</p>	
<p>Strategy</p> <p>Considered above.</p>	

