

**Minutes of the
 Board of Trustees Meeting
 held on Friday 19th July 2019**

Present

David Bailey, Ian Bryant, Mary Cox, Keziah Cunningham, Richard Curzon, Gavin Davis, Caroline MacDonald-Bryant.

Apologies:

Ian Howells, Sharon Wilding.

In Attendance:

Maria Davis.

AGENDA ITEM:		ACTION:
1907.00	Minutes of previous meeting; Trustees reminded that the Minutes and Action Tracker are live documents for the purposes of editing – query whether final edited version appended to current Board papers.	All Keziah (Maria)
1907.01	Conflicts of Interest: none noted. Review of action points: The latest details of progress against current actions on Action Tracker – nothing additional. Finance risk report: “budget” for specific maintenance and replacement strategy (IT infrastructure, gym & physio equipment, hydro) for next meeting.	Gavin, David
	BOARD REPORTS	
1907.02	CEO Report received. Board seek to revert to individual team reports plus CEO overview. In Team reports, Board request clarification of £ figures that do not reflect/ mirror accounts	Keziah
1907.03	Resourcing issues highlighted; EPOS system to be researched (DB); oxygen therapy operator volunteers required; volume of PIP application support overwhelming. Working with partners in wider community and signposting options. Assistance for KM recommended where relevant to ease strain as provision of support and advice is a core activity of the Charity.	David
1907.04	KPI’s should be understandable and accurate and reflect all other a/c reports. Objectives committee to meet with KC to discuss expectations.	Ian B, Richard, Gavin & Keziah

AGENDA ITEM:		ACTION:
1907.05	Board propose that Pilates and Yoga should be opened up to all members (ie nonMS).	Keziah
1907.06	Board anticipate a charge for use of facilities; understand that a member's payment for Yoga on a Friday is made to therapist direct. KC to clarify.	Keziah
1907.07	Essential that Fundraising Team make best efforts to deconflict centre events with local events of similar nature. (KMSTC Music Shack v A New Day Festival, Mount Ephraim Boughton)	Keziah, Moira
1907.08	<p>Financial update Management Accounts and Narrative provided.</p> <ul style="list-style-type: none"> Board confirm that CEO should explore new avenues of income generation from all members (full/associate) and extending centre usage. Improving the sustainability of the centre through better utilising building assets to be explored at strategy meeting; opportunities to promote centre through nonMS to be explored; gym/physio. Feasibility study (ongoing) conclusions for next meeting. (DB offered to assist) 	Keziah.
	<p>TRUSTEES' REPORTS</p> <p>Trustee Reports uploaded to SharePoint.</p> <p>Additional to reports uploaded:</p>	
1907.09	RC – attendance at National MS Therapy Centre conference; report to follow. Potential Patron identified (Swire); (advise KC to progress through RC's contact.)	Richard
1907.10	MC – Music Shack; invite large donors?	Keziah, Moira
1907.11	IB – medical oxygen prescription. Investigate potential for creating own; GD to circulate recent documentation (quote).	Keziah, Gavin
1907.12	DB – Offer to review and suggest improvements to reception processes	David
	<p>Operations Covered in CEO report.</p>	
	<p>Strategic / Operational Plan See action tracker.</p>	
	STANDING ITEMS	
1907.13	<p>Governance</p> <p>Potential new Trustee – all to read CV/covering letter; comments to DB</p>	All
	<p>Health & Safety</p> <p>Management of H&S – ongoing.</p>	
	<p>Risk Management</p> <p>Oral report provided (GD):</p>	

AGENDA ITEM:		ACTION:
1907.14	<p>Robust H&S plan and all actions of risk assessment to be closed by end of year.</p> <ul style="list-style-type: none"> • Donation station roof repair imminent. • Air Source Heat Pump – August • Car park ongoing. • Fundraising team - room move near completion. (Meire Room to be utilised as a meeting room, occasional working space). • Roof tiles ongoing. <p>Board acknowledge the time and effort provided by Jen.</p> <p>Environmental Risk linked to air source heat pump – low cost way of creating hot water; 3-way valve to be repaired to utilise solar panels.</p>	Keziah
	<p>Strategy Meeting 22nd July 18.00hrs.</p>	All
	<p>AOB:</p> <p>None</p>	
	<p>Date and time of the next meeting: Friday 27th September 2019 at 08:00hrs, Bradbury House (Amended post meeting)</p>	All

Signature Date

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