

**Minutes of the  
 Board of Trustees Meeting  
 held on Friday 17<sup>th</sup> January 2020**

**Present**

Sharon Wilding (Chair), David Bailey, Ian Bryant, Mary Cox, Keziah Cunningham, Richard Curzon, Gavin Davis, Caroline MacDonald-Bryant

**Apologies:**

Ian Howells

**In Attendance:**

Maria Davis  
 Alice Young (part thereof)

Agenda Item	Record of decisions	Action
1	Apologies – noted	
2	Conflicts of Interest - none noted.	
3	Minutes of previous meeting - approved.	
4	Review of previous actions: <ul style="list-style-type: none"> <li>• Fire Inspection – pending further advice decision confirmed to limit access to the Wacher Suite to 5 wheelchairs; KC to review scheduled events paying regard to disability discrimination legislation.</li> <li>• Resourcing plan (skills/resources) and recruitment plan needs to be identified – ongoing.</li> <li>• Main Centre Telephone number – perception that calls are not being answered - team aware &amp; KC monitoring.</li> <li>• Internal communications (Intranet development) – ongoing. Early feedback indicates limited interest; KC/GD to review and change the scope of the intranet and identify a resourcing plan. Update to next Board Meeting.</li> <li>• Advanced booking periods were reviewed. It was agreed that full members can book up to 5 weeks in advance and all other centre users 2 weeks in advance. This would be a soft launch and kept under review bearing in mind ongoing work on VAT and Public Benefit (see below).</li> <li>• Feasibility study/Booking protocols – Treasurer noted dependency on VAT resolution.</li> </ul>	GD KC KC KC KC, GD All Note

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5	<p><b>Financial update</b></p> <p>Management Accounts and Narrative provided.</p> <p>Board acknowledged and thanked the Fundraising Team for their hard work and achievements and their contribution to the strong financial performance in 2019.</p> <p>The 2020 Draft Budget was circulated and accepted.</p> <p>IB questioned the take-up of therapies which appears to be dropping. Further investigation is required to better understand this.</p> <p>IB asked to complete a 5 year plan in line with the agreed Strategic Plan.</p>	<p>KC/IB</p> <p>KC</p> <p>IB</p>
	<p><b>VAT</b></p> <p>Sustainability prime responsibility – the costs associated, public benefit requirement, report of subgroup, implications &amp; potential options discussed in depth.</p> <p>David volunteered to draft a report to summarise conclusions to form a proper record of the analysis and the decision regarding VAT to assist future Board discussions and decision-making. The Board acknowledged that VAT implications may cap oxygen therapy client numbers and potentially redefine membership categories and contributions.</p>	<p>DB</p>
	<p><b>Public Benefit</b></p> <p>The board discussed compliance with the <i>Public Benefit</i>. IB asked to identify a specialised charity law firm to obtain legal advice on the <i>Public Benefit Requirement and in particular its impact on the way we charge for other conditions</i>. The Board tasked KC/GD with meeting the firm to review our position.</p> <p>In the interim the Board agreed that we continue with existing strategy and policy.</p>	<p>IB (source legal advice),</p> <p>KC, GD</p>
6	<p><b>CEO Report</b></p> <p>Report received.</p> <p>Board thanked Keziah and the full Team for strong year.</p> <p>Board agree single report based on operational disciplines produced by KC summarising input from department leads – option to have MM, KM &amp; AY to attend and provide verbal update.</p> <p>Membership – data not reflective of physical users; Board agree that we archive members who have not paid membership subscription by 1<sup>st</sup> April 2020. KC to rebaseline membership numbers.</p> <p>RC volunteered to analyse 2018/19 membership numbers.</p> <p>Email hack – dealt with and closed.</p> <p>Alice Young, Office Manager, introduced to the Board.</p>	<p>KC</p> <p>KC (NB)</p> <p>KC</p> <p>RC</p>

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7          17.01.08	<p><b>TRUSTEES' REPORTS</b></p> <p><b>Trustee Reports - uploaded to SharePoint.</b></p> <p>Additional to reports uploaded:</p> <p><i>Friends of:</i> the concept was agreed and a soft launch proposed. Need to review the donation process (regular donations still received from the original building campaign) and the benefits of being a 'friend'. Current donation leaflets could be used as a basis for new documentation; fund raising team could manage <i>Friends of</i>. RC to progress with Moira and consider resource, process, system requirements.</p>	RC
8	<p><b>Standing Items:</b></p> <ul style="list-style-type: none"> <li>• H&amp;S – see above</li> <li>• Governance – nothing additional noted</li> <li>• Risk Management – nothing additional noted</li> </ul>	
9	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• Information Security training arranged for all staff on 14<sup>th</sup> February (Trustees welcome to attend).</li> <li>• A.L.E. To assume domain management.</li> <li>• 12<sup>th</sup> February open day for 10 Maintenance Companies.</li> <li>• The Board of Trustees expressed their gratitude and thanks to Sharon Wilding for her commitment and hard work during her tenure as Chair.</li> </ul>	All DB GD, AY
	<p>Date and time of the next meeting: Friday 20<sup>th</sup> March 2020 at 08:00hrs, Bradbury House</p>	All

Signature ..... Date .....

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