

Meeting of the Board
Held on Friday 10th April 2020 at 0900 hrs.

Present:

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

Apologies:

Ian Howells

Record of discussion and decisions	Action
Apologies for absence: IB	
Previous minutes and o/s actions: completed	
Operational update: Fundraising: Ongoing good and positive news from the FR team. A number of large applications have been made. Finance: IB presented a number of models demonstrating P&L impacts of income/expenditure. Note: IB has written to BOC asking them to forego rental charge. IB also written to Stannah lifts who have agreed to credit the annual service charge. IB to confirm rebates have been received. Therapy/Outreach: Following the zoom-hack, programme relaunched 5/4. Karen M starting up an on-line coffee morning. KIT team up and running and getting in touch with members. Membership database: work c/f.	IB
Risk review: GD/KC visiting centre 13/4 to confirm shut down protocols have been followed. NOTE: ongoing weekly inspections and maintenance checks are required to conform with insurers and statutory requirements.	KC/GD
Outreach Programme: Discussion re more that could be offered. Note the programmes launched were planned for 7/8 weeks. KC to lead next iteration of on-line sessions. Evening Quiz was welcomed. Moira leading.	KC
Furlough: Government portal not yet open. IB monitoring and discussing process with accountants. All staff had received letters and responded that they accepted and understood the furlough leave scheme. Copies of these are on SharePoint. <i>(Note, these must be retained for 5 years).</i> KC to review opportunities to rotate staff and present to the next meeting. The board agreed that salaries should be topped up from 80% to 100% initially and that this would be reviewed on a monthly basis.	Accounts KC KC
AOB: No AOB.	

Date and time of the next meeting: Friday 24th April 2020 by video conference	All
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