

Meeting of the Board
Held on Friday 24th 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	
<p>Operational update: Finance: bank position continues to improve, running costs stabilised. Fundraising: The FR team continues to make great progress with a number of large trust donations received. Focus remains on trusts and foundation (+£86k to date). Community FR all but stopped. Note that incoming funding will slow over time as Covid19 continues. DB noted Prof Martin Warren had made an offer of support. DB to follow up and advise. A decision will be needed in mid/late May on the viability of the Music Shack and Summer fete. Outreach programme: Very positive reaction to programme running. Take up continues to grow. Yoga most popular (24 regular attendees). Art sessions soon to be added. Welfare Calls: 172 members +O2 users begin regularly called. Karen Middlemiss to review the list. Discussion about some members who are vulnerable and the need to direct them to Mental Health charities/GP/NHS specialists if they need specific or specialised support and advice. This is not a task for the KIT team to take on. There is a need to identify members that are not receiving a call. KC to progress this and create a follow up list of members.</p>	<p>DB KC to note KC/KM KC/KM</p>
<p>Staff update/furlough scheme: Regular update/team meetings hosted by KC with the team. KC to look out for anyone feeling isolated/having problems at home. KC to review potential for rotation.</p>	<p>KC/GD</p>
<p>Succession Plan: Discussion re hiring of an Operations Manager. Formal offer not to made until early June and a task list and specific objectives drawn up prior to any appointment. Risk that there would be no handover and a period of c.1month with no leadership of the centre operation was noted.</p>	<p>KC</p>
<p>AGM: Delayed. Support for an online AGM via Zoom or other suitable platform. Annual accounts required prior to the AGM and Trustee Report to be updated. Research to be carried out to identify best options for on-line service. SW reviewing options. GD to announce delay of AGM in next Chair Email.</p>	<p>SW GD</p>
AOB:	

IB raised matter of donate button being too complex. This has been simplified already. GD raised need to promote www.giveasyoulive.com service.	KC/MM
Date and time of the next meeting: Friday 8 th May 2020 by video conference	All