Kent MS Therapy Centre

Bradbury House, Merton Lane (North)
Canterbury, Kent CT4 7DZ

Meeting of the Board
Held on Friday 8th May 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: IH	
Context/Govt guidance: 2m Social Distancing remains in place. No immediate easing of lockdown. Likelihood that furlough scheme will be extended.	

Operational Update:
• **Finance/P&L:** Costs stable – monthly running costs c.£7k.
• **Fundraising:** Income £85k Trusts & Foundations, £27k online and personal appeals. KC of the view that new FR income would soon be hard to find.
  ○ Moira has flagged that there is a need to re-introduce management accounts as these are needed for FR applications.
  ○ Moira will make decision on whether major events will go ahead within next 2 weeks. Next review 14th May. Moira tasked with revising the FR plan and coming back with new recommendations for the future plan.
• **Outreach programme:**
  ○ Numbers continue to increase.
  ○ What is the long-term plan and can some future programmes be subject to a charge? Include this with re-opening proposal. KC to share plan.
  ○ Consider use of Webinars as a means of sharing information (replacing brochures).
	IB
	
	SW/KC/MM
	
	KC
	KC/KM

Staff/Resourcing: • Furlough scheme runs to end June – then what? • To protect P&L agreement 20% top up to be removed from 1st June. KC to communicate with team. • Discussion about long term resource plan – nothing resolved. • Meeting required on Monday 11th May at 5pm to make a decision re Operations Manager.	KC All
CEO Handover Programme: high level hand over programme written by KC. Plan to be circulated on Monday 11th May to all.	KC
AGM: delay notice has been issued to all members. No date can be fixed as waiting for accountants to confirm when annual; report will be available.	
AOB: none	
Date and time of the next meeting: Monday 11th May 2020 by video conference	All