

# The Kent MS Therapy Centre

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



## Minutes of the Board of Trustees Meeting held on Friday 22<sup>nd</sup> May 2020

During the Covid-19 pandemic meetings have moved from bi-monthly to bi-weekly to manage the financial and operational issues resulting and to ensure the long-term security of the Centre.

### Present:

David Bailey (chair), Ian Bryant, Mary Cox, Richard Curzon, Gavin Davis, Sharon Wilding.

### Did not attend:

Ian Howells, Caroline MacDonald-Bryant

### Minutes:

Sharon Wilding

AGENDA ITEM:	ACTION:
Minutes of the previous Board Meeting were approved.	
It was agreed that David B would chair the meeting following the emails in the week regarding potential conflicts of interest.  Subsequent to the email from Ian H raising this issue, Caroline, Ian B and Gavin all submitted their resignation.	
No apologies for this meeting were received from Ian H or Caroline.	
Since the last meeting, Jen Needham has been offered and accepted the position of Operations Manager. Start date agreed for 1st June.	
David Bailey opened the discussion saying that although potential for conflicts of interest exist within our Board set-up, these are identified, acknowledged and have not led to any poor decision-making.  There were a number of emails sent this week that did not adhere to good standards and that have upset some Trustees.  In order to move forward from here David raised a number of issues that must be addressed. Trustees need to commit to: <ul style="list-style-type: none"><li>• Stop and think before sending an email driven by emotion</li><li>• Be able to give and receive challenges respectfully</li><li>• Confirm they are committed to the agreed strategy</li></ul>	

AGENDA ITEM:	ACTION:
<p>A discussion followed where each attending Board member was able to state their position regarding the potential conflicts and strategy.</p> <p>All Board Members spoke and no-one believed there had been any decisions taken that were influenced by potential conflicts of interest arising from personal relationships or having MS.</p> <p>Nevertheless, as a result of the debate, Ian Bryant felt he could not continue to work with the existing Board and confirmed he would be resigning with immediate effect.</p> <p>Ian Bryant left the meeting.</p> <p>Caroline Bryant's resignation was assumed to stand and was accepted.</p>	
<p>Gavin expressed his regret about the events and acknowledged the hard work and dedication resigning officers had contributed, particularly over recent weeks during the lockdown.</p> <p>Gavin confirmed that he would withdraw his resignation and continue as chair.</p> <p>This was accepted by the remaining attendees.</p> <p>In a follow up discussion Mary Cox resigned, as she did not want to continue without Ian and Caroline Bryant on the Board. Mary left the meeting.</p> <p>Richard Curzon agreed to take more time to consider his continued service and advise Gavin of his decision. Richard left the meeting.</p> <p>Next steps to manage continuity and re-opening of the were discussed:</p> <ul style="list-style-type: none"> <li>• Jen Needham to pick up issues relating to operations</li> <li>• Dawn Gale to return from furlough to manage payments and accounts</li> <li>• Communication of Board changes to stakeholders</li> <li>• Future planning to re-strengthen the Board</li> </ul>	RC
<p>Actions arising:</p> <ol style="list-style-type: none"> <li>1. Acceptance of resignations to be confirmed</li> <li>2. Follow up with Ian Howells regarding non-attendance at meetings</li> <li>3. Update to systems (including email) access to be made</li> <li>4. Key personnel at the Centre to be updated on changes</li> <li>5. Dawn Gale (Finance) to be brought back from furlough w/c 1<sup>st</sup> June</li> </ol>	<p>GD</p> <p>GD</p> <p>DB/SW</p> <p>GD/SW</p> <p>GD</p>
<p>Date and time of the next meeting: Monday 25<sup>th</sup> May 17:00hrs by video conference.</p>	GD/DB/SW

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

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