

The Kent MS Therapy Centre
 Bradbury House, Merton Lane (North)
 Canterbury Kent CT4 7DZ



**Minutes of the
 Board of Trustees Meeting
 held on Monday 25th 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:

Gavin Davis (chair), David Bailey, Sharon Wilding.

Did not attend:

Ian Howells, Richard Curzon

Minutes:

Sharon Wilding

AGENDA ITEM:		ACTION:
	<p>The meeting was held with the specific objective to confirm ongoing Board structure following the resignations on Friday.</p> <p>Minutes of the previous Board Meeting were approved.</p>	
	<p>Review of actions from meeting 22nd May:</p> <ol style="list-style-type: none"> 1. Acceptance of resignations to be confirmed – closed. 2. Follow up with Ian Howells regarding non-attendance at meetings - closed 3. Update to systems (including email) access to be made - closed 4. Key personnel at the Centre to be updated on changes - closed 5. Dawn Gale (Finance) to be brought back from furlough w/c 1st June - closed 	<p>GD GD DB/SW GD/SW GD</p>
	<p>Board Membership:</p> <p>All senior team members at the Centre have been updated with the Board changes and reassured that the plan to re-open as quickly as possible once safety can be assured.</p>	
AP	<p>GD spoke with IH and he is keen to continue his support for the Centre but recognises that it is hard for him to contribute fully as a Trustee. He will confirm his position by next meeting.</p>	IH
AP	<p>Confirmation of ongoing membership of the Board is awaited from Richard Curzon, by next meeting.</p> <p>GD has spoken to previous members Hilary Brian and Jill Tompkins, both of whom are happy to return to Trustee roles. DB and SW welcomed and agreed their return from next meeting. The vote was carried unanimously.</p>	RC

AGENDA ITEM:		ACTION:
AP	<p>Centre re-opening</p> <p>The Board agreed that Jen Needham's first priority on 1st June would be to review the output from the working group and plan how and when it will be safe to re-open. A trial run of the protocols is recommended before inviting Centre members back to oxygen therapy.</p> <p>In preparation GD will organise repair to the heating and awarding of the maintenance contract – an issue that has been outstanding for many weeks.</p> <p>A second priority will be to review and update all Member data while time allows, to ensure we are in good shape for Members returning.</p>	GD
AP	<p>AGM</p> <p>It is agreed that the AGM 2020 will be held by Zoom. Date is dependent on finalising the accounts but should be before 15th August.</p> <p>Issues raised by Magee Gammon require response, and they recommend we add a statement regarding our actions during the pandemic. GD to organise.</p> <p>It was agreed that an amendment to the articles to allow postal voting would be put to Members. This would give greater flexibility and enable higher participation in decision-making in the future, given the difficulty in attendance in person highlighted by the pandemic lockdown.</p>	GD
AP	<p>Public Benefit</p> <p>Having sought legal advice it has been confirmed that the Centre is not in breach of the public benefit rules. However, further issues relating to potential discrimination for people without MS have been brought to our attention and will be re-visited by the Board when resources allow.</p> <p>In the meantime, DB to seek further clarification of the situation and options.</p>	DB
	<p>Date and time of the next meeting: Friday 5th June 08:00hrs by video conference.</p>	

Signature Date

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