

The Kent MS Therapy Centre

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



Minutes of the Board of Trustees Meeting held on Friday 24th July 2020

This additional meeting was held specifically to discuss the plans for the 2020 AGM (ref. AP 20.54).

Present:

Gavin Davis (chair), Sharon Wilding, Hilary Brian, Jill Tompkins

Apologies:

David Bailey

Minutes:

Sharon Wilding

| AGENDA ITEM: | | ACTION: |
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| 1. | <p>Apologies</p> <p>Apologies received from David Bailey.</p> | |
| 2. | <p>Agenda</p> <p>The 2020 AGM will be held 11.00 am 25th September online (Zoom). With a backup date of 2nd October if we fail to achieve a quorum.</p> <p>A rehearsal will be held Tues 15th Sept at 5.30pm to test technology and confirm timings.</p> <p>The first part of the meeting will be the standard AGM, to include:</p> <ol style="list-style-type: none">1. Chair's Report – 2019 review & agreed strategy2. Presentation of Annual Accounts3. Re-appointment of Independent Examiner – Magee Gammon4. Election of KMSTC Officers and Trustees by the Members5. Voting on resolution to allow postal votes <p>Questions will be invited to be submitted in advance.</p> <p>This will be followed by a conference agenda covering:</p> <ol style="list-style-type: none">1. Post-Covid Operations – how we have adapted2. Member testimonial / reaction3. New online programme4. Fundraising update5. Outlook for the future | |

| AGENDA ITEM: | | ACTION: |
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| 3. AP 20.56 | <p>Attendees</p> <p>All fully paid MS Members are eligible to vote – 10% required for quorum. List of eligible Members required by 28th August. GD to advise Jen.</p> <p>All Associate Members and attendees at the Centre will be invited to attend. Along with major donors/supporters.</p> <p>Ability of Zoom to allow groups to be set up with eligibility to vote to be confirmed. This will mean that we can be sure only Members with voting rights are able to register votes.</p> | GD |
| 4. AP 20.57 | <p>Communications</p> <p>Sharon to draft agenda and AGM pack for review by the Trustees and to arrange for notices to be posted and emailed by 3rd Sept to meet requirement for 21 days' notice.</p> | SW |
| 5. AP 20.58 | <p>Technology</p> <p>Gavin to ask David if he can lead on the technical set up and management of the event.</p> | GD |
| 6. AP 20.59 | <p>Content</p> <ul style="list-style-type: none"> • Gavin to present Chair's report. • Gavin to ask Jen, Karen and Moira if they would be happy to do a short presentation each. • Report on accounts – Ian B did this last year. Magee Gammon will be asked to present | DB |
| 7. AP 20.69 | <p>AOB</p> <p>Following discussion regarding reviewing of policies (ref. AP 20.55), it has been agreed to invite Vicky Wilsher to return from Furlough to take on this project. Gavin to advise Jen of the decision & to action.</p> | GD |
| AP 20.70 | <p>It was also agreed that anyone still on Furlough will be asked to take annual leave pro-rata. This is to avoid people returning from Furlough with a large backlog of leave to take. Gavin to advise Jen of the decision & to action.</p> | GD |
| AP 20.71 | <p>TOIL process – Gavin to discuss with Jen to ensure the process for monitoring is fit for purpose.</p> | GD |
| AP 20.72 | <p>It was agreed that adaptations to rooms (e.g. replacement flooring for easier cleaning) to enable therapies to restart should be carried out,</p> | GD |

| AGENDA ITEM: | ACTION: |
|---|---------|
| <p>subject to suitable quotes for the work. Jen has spoken with Bev with regards to requesting funding for this project. Gavin to confirm decision to Jen.</p> <p>It was also agreed that the therapies with greatest demand should be prioritised.</p> | |

Signature Date

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