

Minutes for Meeting: Board Meeting

Date: 30th July 2014

Minute Taker: Katy Saunderson

Chair: Karen Sheader

Present: George Wallace, Bill Norman, Pauline Heath, Gemma Lockyer, Geof Armstrong

Apologies: Kirsty Timming, Irene Robson, Paula Greenwell

Who	When
All	Gemma & Bill introduced and welcomed to the board.
KSh	Minutes of last meeting: Matters Arising SYMO are now reviewing their policy as offering discounts is not beneficial to any of the parties involved. The HUB should continue efforts to bring prices in line with one another.
GA	Issue regarding pricing of services is still on going, still awaiting a response from NCC. Will take a look at the NCVS provider forums for information and further help from other organisations with similar experiences.
BN	HUB accounts should reflect increase in costs which can be used to report to NCC.
GL	Perhaps look at funders who offer grants to cover core costs.
GA	Currently working to keep core financially sustainable & stable which will allows

Who	When
	<p>us to focus on development in other areas, such as the youth work and anti bullying website which will need constant fundraising. We are not currently in a position where we need to fundraise for core costs. If the situation remains unchanged in 18 months we may need to reconsider this stance.</p>
BN	<p>The heritage application could be strengthened by other complimentary projects currently being funded on the subject of WWI. One in particular that looks at the experience of blind people during the war provides a good comparative viewpoint of disability.</p>
GA	<p>PAN Disability Meeting has been rescheduled and will take place next year</p>
KSa	<p>Accounts Accounts still presented in the basic style, due to the old style still not being fit for purpose due to shift in Arcadea financial activity.</p> <p>KSa to meet with CVS about best format for reporting in future but it may be the next financial year before this is implemented.</p> <p>We are on track financially with no areas for concern.</p>
GA	<p>We may have to look at Sage or Quickbooks in order to simplify accounts.</p>
GL	<p>It may be worth running 2 systems for Q4 to that any glitches can be identified and to ensure a smooth change over.</p>

Who	When
KSa	If any board members have concerns over the detail lacking in the report KSa can email the full excel sheet of accounts to members.
KSh	There is no need for this, the board understands it is just a reporting issue and has no concerns.
BN	Board members need to collectively agree what information they want to see in future financial reports.
KSa	<p>In agreement that this would be very helpful.</p> <p>Clarified that the reserve amount is to cover winding up costs of the organisation rather than running costs for a set period of time.</p>
GL	Would like to see that amount increase to include 3 months running costs to give the organisation sufficient time for winding up.
GA	Arcadea's reserves are sufficient to close business as we have very few contractual financial agreements. The biggest liabilities are redundancy payments and telephone contract. We are currently trying to find the balance between building reserves and keeping funders satisfied. We also want to protect the board as best as we can before we become a CIO.
GL	Trustee insurance is a good step in the interim.

Who	When
GA	<p>GA to contact insurers and ensure that is in place immediately.</p> <p>GA to email budget to trustees and collate responses to what would be beneficial in future reporting.</p> <p>Directors Report</p> <p><i>Pan Disability Meeting</i></p>
GA	<p>This has now been moved to January due to other activity taking place in the organisation.</p>
All	<p>In agreement that facebook is the best means to reaching out to people Arcadea once worked with.</p>
GA	<p><i>HUB</i></p> <p>Looking to create a separate group made up of young women. Newcastle Womens Network and Equality North East are interested in collaborating.</p> <p><i>BBQ</i></p> <p>Was a great success, it was well attended and everybody had great fun.</p> <p><i>Halloween</i></p> <p>Is our next event and is all coming together nicely.</p>

Who	When
All	<p>Youth Club Launch We have received funding to launch the new youth club, which is planned for 5 weeks time.</p> <p>Artists Studio We have allocated a space that will be made available to an artist in return for 6 hours contact time with the group.</p> <p>Youth Work The new youth club has attracted some funding but there is still a shortfall. More funding applications are planned to bridge the gap.</p> <p>Square Peg An online resource for disabled young people who are victims of bullying. In support of this proposed project we are developing relationships with Streetwise, NHS & Ditch the Label which are exciting should we be successful in our application.</p> <p>Facebook Use We need to consider if we still want to continue with Facebook.</p> <p>Art of marketing at Tyneside Cinema is free training that may answer some of our questions and concerns. In agreement that this should be discussed at the next meeting.</p>

Who	When
GL	<p>Policies We need a transport policy.</p>
GA	<p><i>Finance Policy</i> Briefly outlined again to the board.</p> <p>We will work as closely as we can within the guidelines but this is not always possible with online and debit card payments.</p>
KSh	<p>Any expenditure above £100 should be agreed with another staff member.</p>
All	<p>In agreement.</p>
	<p><i>C & YP Safeguarding & Anti Bullying</i> Members to look at these policies and agree via phone and email.</p>
BN	<p>Members should also look at what other missing policies that may arise.</p>
GA	<p>Aim to provide 1 new policy per meeting to build our portfolio.</p>