

**Minutes for Meeting:** Board Meeting **Date:** 28<sup>th</sup> February 2012

**Minute Taker:** Katy Saunderson **Chair:** Janice Irving

**Present:** Stuart Bracking, Paula Greenwell, Anne Fletcher Williams, George Wallace, Pauline Heath,  
Geof Armstrong, Katrin Auld

**Apologies:** Karen Sheader, Helen Aitken, Carolyn Lamb.

Who	Point Discussed/Action to be taken	When
KSh	Karen has a copy of the documents for review during this meeting and is fully aware of the current situation and on going responsibilities.	
GA	As it stands the current funds will last until summer 2012 & there is a strong possibility that they may then run out.  Income is slowly building and this may increase but it is prudent to consider how we may action plan to go forward in the worst-case scenario.	
KS	<b>Projected Accounts</b> All the income shown on the accounts is actual – the potential income has not been included. As this is worst-case planning the accounts show how to proceed with winding up the in summer.	
KSa	A winding up checklist has been provided so that board are prepared and can be confident of our planning and preparation to protect their interests as well as Arcadea's.	
KSa	Accounts presented and financial scenarios outlined.	

Who	Point Discussed/Action to be taken	When
GA	<p>Advised board of 2 current applications as well as 1 in development.  The first 2 we would hope to draw a 15% admin fee from to contribute to our overheads;</p> <ul style="list-style-type: none"> <li>- HUB Tickets - £19k</li> <li>- Gardening in East of Newcastle £5k</li> </ul> <p>The application in development would be to contribute to our core funding &amp; is for Northern Rock. We have been given the ok to apply. We are focusing on the following 2 points;</p> <ul style="list-style-type: none"> <li>- To manage the HUB and increase inclusive activity/involvement.</li> <li>- To increase synergy with other local organisations to strengthen application.</li> </ul>	
GA	<p><b>The HUB Club</b>  Is an income generating day service for learning disabled adults.</p> <p>The HUB is our path to ensure Arcadia become financially sustainable so for this reason learning disabilities need to become our main focus so that we will be in a position in the future to again work with other disabled people.</p> <p>Loss of NPO status has led to a dip in the services to other disabled groups as we are unable to find a way to source funding without dependency on grant aid.</p> <p>The ways in which training and consultancy are bought has changed so we are unable to develop an alternative solid income foundation.</p>	
JI	<p>It is right to target personal budgets as they are a more practical income stream to pursue. We have to respond to the current climate.</p>	
AFW	<p>Suggests we talk to other organisations to address the concerns NR Foundation has re potential impact on the cultural sector due to other funded orgs already having identified inclusion of LD people in their bids.</p>	
GA	<p>Due to the current climate of competition we may struggle to find the synergy they seek with other organisations (new or existing).</p>	

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PH	<p>Suggestion that we could look to broker LD into other organisations.</p> <p>This is currently an offer as part of the HUB but is not economically viable due to the numbers of people we'd have to move through so is only a small part.</p>	
AFW	<p>In October there will be new ACE funding streams – though the details are unclear at the moment.</p>	
JI	<p>The grant to self-sufficiency gap is huge and it is unrealistic to achieve this in the current time frame.</p>	
JI	<p>Efforts need to be more focussed on obtaining grant income. Need to research;</p> <ul style="list-style-type: none"> <li>- Who has funding</li> <li>- Who would fund</li> </ul> <p>Need strategy to identify funders. Use Community Foundation – inform them of our current position as we may be eligible to speak to a combination of funders which will buy us more time and help us move forward.</p>	Next 2 weeks
AFW	<p>We maybe eligible for the Survive to Thrive community fund. If we wish to speak to them Karen Daghish is the contact. We are in a good financial position for eligibility.</p>	
GA	<p>When proceeding we will have a frank and open conversation with funders.</p>	
JI	<p>We want funders to; recognise us, give advice, contribute.</p> <p>It is important they recognise with us the position we are in. Grant income is the realistic way forward in the short term. We have the capacity, we just need the development time.</p>	
GA	<p>Outline of sustainability plans &amp; HUB structure (as income source):</p> <ul style="list-style-type: none"> <li>- Personal budgets and entitlement are changing rapidly.</li> <li>- ¼ of our target number of places have been filled.</li> <li>- 12 places at £45 per day.</li> <li>- 50 places is our current target (10 per day).</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Social Services are keen on the HUB and have interested parties that can be referred.</li> <li>- We are currently not charging.</li> <li>- 2 weeks is the target date to begin charging.</li> <li>- 2/3 month wait until some people receive payments whom we need to negotiate with.</li> <li>- 2 ½ to 3 days and growing = organisation without grant aid (from September).</li> </ul>	
JI	Believes this strengthens our grant aid prospects if we find the right enabler to cover the other 2 – 2 ½ days.	
GA	There is £14k restricted funds still available to support the development of the HUB. NCC are slowly releasing people Personal Budgets and the resulting appeals also affect our cash flow and add a layer of complexity to the planning.	
SB	If staff are made freelance we need to consider the impact that would have on funding applications.	
GA/JI	We need to look in depth at the legality and other issues before any move is taken in April with regard to staff contracts.	1 week
GA	Current tenancy is a big issue as it is such a financial burden. Need to look to end contract at earliest convenience and utilise office space to run workshops in the meantime.	Dec 2012
KSa	Currently converting office to workshop space as well as emptying out and preparing for closure.	1 week
SB	If looking to end Aug suggests 01/06/12 as a review date (this would give 3 months clear notice to begin winding up process).	1/6/12
ALL	All present in agreement with this.	

<b>Who</b>	<b>Point Discussed/Action to be taken</b>	<b>When</b>
JI	Need to also check with Charity Commission for legality of staff becoming freelance and later returning to contracts.	1 week
SB	Best way forward is to reduce staff hours unless it confirmed that freelance is an option.	1/4/12
ALL	All present in agreement with this.	
KS	To hand in notice to quit MEA House at earliest opportunity.	1/6/12
ALL	All present in agreement with this.	
GA	A HUB presentation is available for board members to get a detailed overview if they choose.	
KA	To email to board.	This week.
SB	90 days redundancy notice to be served at next meeting with package to also be agreed at meeting.	
JI	To consult with SB and KSh on a regular basis to make any necessary decisions on behalf of the board in the meantime.	
ALL	All present in agreement with this.	
KSa	To look at contracting queries raised as a matter of urgency.	This week
KA	<p>Contract to end 12/05/12. Arcadia to try and find as many opportunities as possible to provide KA with freelance work.</p> <p>If decision is made to close organisation KA to be commissioned to create a piece of art with remaining money to mark and celebrate the organisation and provide a legacy.</p>	

<b>Who</b>	<b>Point Discussed/Action to be taken</b>	<b>When</b>
GA	To look out for office space going forward and to consider the robustness of the board going forward.	
GA	To speak with KSh before board formally accept her resignation to see if there is a way to keep her involved at a more manageable level.	Next week
ALL	Hard decisions to be made.	1/7/12
ALL	Less formal review	1/6/12
AFW	Offered on going support and advice beyond EOY and end of ACE contract.	
ALL	Thanked AFW for her work and support over the last 12 months.	