

Minutes for Meeting: Board Meeting

Date: 30th July 2014

Minute Taker: Katy Saunderson

Chair: Karen Sheader

Present: Paula Greenwell, Pauline Heath, Geof Armstrong

Apologies: Kirsty Timming, Diane Little, George Wallace, Bill Norman

Who	Point Discussed/Action to be taken
GA	Minutes of last meeting To add attendance.
GA	Matters Arising Two people have now moved to the HUB from the Blue Door. This has unearthed a difficulty in obtaining a recalculation to take into account variance in price. There is a lengthy wait for people to go back to the assessment panel.
KSh	SYMO charges a day service charge for additional days 2+ to keep it fair to other members.
GA	We have found that we have to charge the lower rate or people are unable to attend.

Who	Point Discussed/Action to be taken
	Accounts to Date
GA	It was previously agreed that GA would do the minimum required to keep the organisation ticking over during KSa maternity leave.
KSa	Currently inputting and trying to catch up, as a result we are still working on a draft basis but are confident that it is fairly accurate.
KSh	Are we considering pensions?
GA	<p>We are planning on implementing this in the next financial year and anticipate approx. a £6k increase to budget for.</p> <p>Previous accounts presentation gives a very broad view but lacks important detail that would allow board members to foresee potential problems.</p> <p>Propose we go back to using full management accounts.</p>
KSh	Would be helpful to bullet point any variances & agrees that a return to the old system would be beneficial.
KSa	Can highlight the current notes column.
All	In agreement that we should return to old style of reporting.

Who	Point Discussed/Action to be taken
GA	<p>Budget</p> <p>Includes project work. Place fees includes taxis, there is about 10% missing in unpaid taxis & bringing everyone to the same level with the fee rise for some.</p> <p>Our costs are rising, there is no mechanism to increase prices in line, so we need to negotiate with the council. As a result we have had to make our first staff cut and Silvie Fisch is no longer employed to work on the newsletter.</p>
KSh	<p>Need to keep a close eye on payees.</p>
GA	<p>We need to re look at the way our budgets are presented to more accurately reflect the delivery of projects and running of the organisation.</p> <p>We are looking to apply to do a WWI project from the Heritage Fund. The idea is to create a graphic novel designed to illustrate what it was like for LD people.</p>
PH	<p>Important to include hospital treatment, begging after service, underage people & compare to today.</p>
GA	<p>We need to keep it as basic as possible as current understanding is very low.</p>

Who	Point Discussed/Action to be taken
KSh	It could be good to look at poetry; Journeys end & other inspirational literature. Poem – Does it Matter?
GA	There are 3 young people doing Arts Awards with us and we have received a small grant for this.
	Our new budget reflects that more money should be spent on delivering projects than managing the organisation.
All	Happy with the budget.
	Pan Disability Meeting
GA	Arcadea will offer to host the meeting.
PH	Facebook is a good platform to invite people and get word out.
GA	We need to be careful that LD groups do not dominate. It is important that we counter the perception that disabled people are ok now and there is nothing to be done. Contacting people could be problematic. Expectations need to be adjusted of the current starting point.
KSh	Weekend is the best time

Who	Point Discussed/Action to be taken
GA	Suggest October.
PH	September is better as the weather can be a deterrent.
KSa	We are not able to offer transport which was a problem when we previously attempted to set up artists forums.
KSh	Transport shouldn't be an expectation due to financial climate.
GA	Plan an open platform meeting, will put on a modest spread, unable to make any promises but will try to work within our agenda. It is important people realise this meeting is not asking what do you want from us, it is asking what do you want from life/to change?
All	<p>In agreement we should go ahead & hold meeting at Commercial Union House late September/early October.</p> <p>Directors Verbal Report Taking over the 2nd floor & Resident Artist We have been offered the 2nd floor in full with the entire space now being available. Propose space to be used all the time – outside the HUB hours via:</p> <ul style="list-style-type: none"> - Resident artist studio in return for 1 days work a week. A young disabled artist being the preference, then young, then open. For approx. 1 year, the advantage being the work experience offered.

Who	Point Discussed/Action to be taken
	<p>We have our first artist booked for next year.</p> <ul style="list-style-type: none"> - The current track room is to become a meeting room and Saturday Club. - Office. - Dark Room. - Youth Club Room. - Storage Room. - Potential for night classes. - Could also be used as a rehearsal space for a band in return for work.
KSh	How will we keep the space secure?
GA	All equipment is locked away. We are also able to lock off our area and use a magnetic key system to lock the main door with a glass panel release in the event of a fire.
PH	It would be good to send an ad to local councils & local newspapers.
GA	<p>Youth Work</p> <p>We were unsuccessful in our Children in Need application but have secured £6k from the Gillian Dickinson fund to pay for a worker. Currently putting applications together, £21k needed to run the service pa, this is very basic running costs only.</p>

Who	Point Discussed/Action to be taken
All	<p>Trustee Photos for Website Photographs needed for new site, trustees to send.</p> <p>New Board Members Bill Norman has agreed to come aboard.</p> <p>Diane Little is no longer a parent/guardian so will have to ask if she still wishes to be a board member.</p> <p>Irene Robson (sister to current HUB member) could potentially replace Diane if she wishes to leave.</p> <p>Gemma Lockyer has agreed in principle to become a member.</p> <p>Find the above acceptable.</p>
GA	<p>Safeguarding There is currently a vulnerable adult policy in place. There is policy and practice for young people in place.</p> <p>To send to members via email. It has been based on the Zinc policy with their permission. Will go to the board in October and be reviewed.</p>
All	<p>Happy with above.</p>

Who	Point Discussed/Action to be taken
GA	<p>Anti-Bullying policy is needed, will prepare for next meeting.</p> <p>AOB Staff straining to be added to budget.</p>
KSh	<p>Look at NCC as some areas have free training to access.</p>
All	<p>Agree next board meeting should be before PAN Disability Meeting which is proposed for Saturday 4th October.</p> <p>Wednesday 24th September 2014 is the agreed date for the next board meeting.</p>