

**Minutes for Meeting:** Quarterly Board Review

**Date/Time:** Thursday 11<sup>th</sup> November 2010/15:00

**Minute Taker:** Katy Saunderson (KSa)

**Chair:** Karen Sheader (KS)

**Present:** Janice Irving (JI), George Wallace (GW), Geof Armstrong (GA)

**Late Arrivals:** Ann Fletcher-Williams (AFW), Pauline Heath (PH)

**Apologies:** Helen Atkin (HA), Paula Greenwell (PG), Aileen Hay (AH)

<b>Point Discussed/Action to be taken</b>	<b>Who</b>	<b>When</b>
<b>Minutes of last meeting</b> All members satisfied with minutes of last meeting, no issues raised.	All	
<b>Matters Arising: New Board Members</b> <i>Tessa Padden</i> Unable to join board due to work commitments & time spent out of country. Invitation to join to be extended to if/when her current situation changes.	GA	w/c 15.11.10
<i>Bob Duncan</i> Has expressed an interest in joining the board. Invitation to join to be formalised.	GA	w/c 15.11.10
<i>Carolyn Roberts</i> Has formally agreed to join the board. Availability for next meeting needs to be confirmed.	KSa	12.11.10
<i>Christine Burdon</i> Potential new member, all in agreement should be approached with invite to join.	GA	w/c 15.11.10
<i>Lionel Joyce</i> Has indicated an interest in joining. All in agreement to concentrate on Bob/Carolyn and that an advisory role may be more suitable at this time, with a view to bringing in gradually.	All	
Formula to be devised to ensure a fair ratio of disabled/non members represents board. All in agreement of a 2:1 ratio to be applied.	JI/GA All	

Point Discussed/Action to be taken	Who	When
<p><b>Welcome to New Staff</b> GA and KSa formally welcomed by committee</p>	All	
<p><b>Revised Budget</b> Board advised that all documents discussed in today's meeting are available by email.</p> <p>Board advised that the current layout of budgets is still an evolving process and members are invited to advise on preferred style if different to that provided.</p>		
<p>Changes that have been applied to the budget outlined and explained. Members happy to go ahead with changes.</p>	GA All	
<p>2x new budget proposals put to board and explained. Need to create reserve discussed, as outlined by Andrea Lowe (ACE) and in previous Accountants reports. All in agreement of proposal to start building up reserves.</p>	GA  All	
<p>Recommendation made to board that KSa increases hours by a minimum of ½ day and maximum of 1 day per week in order to meet immediate demands of organisation (as detailed in handout). Proposal 2 agreed by board members. Hours to increase by 1 day per week.</p>	GA  All KSa	Immediate
<p>In light of increased demands discussed suggestion made that relationships with organisations such as Age UK be developed in order to support the Ageing disabled community. Strengthening current relationships &amp; future collaborations to be explored.</p>	PH  GA/KSa	Ongoing
<p>Organisation advised to expand partnerships on a wider regional basis as per Jim Tough's (ACE) recommendations. Building national partnerships to be explored.</p>	AFW  GA/KSa	Ongoing

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<p><b>ACE New Funding Structure</b>  Suggestion made that members undertake some research and hold discussions on new funding structure, then when ready meet with AFW. Although unable to comment on actual draughts ACE is still able to discuss and advise.  Time constraints need to be kept in mind and time researching/discussing and time spent producing the report needs to be carefully balanced.  Board advised that a decision will be made by March.  Board advised to keep in consideration ACE Goals as well as funding constraints.  Assessment will be mapped on an initial – regional – national scale.  Diversity must be well considered throughout as per the new Equality Act.  Ensure the amount requested is well linked to the business plan and is realistic.  Compare against what has been received before and balance against funds no longer available.</p> <p>Following review ACE also need to be approached with Programme and Budget.</p> <p>Request made for review meeting to be held at an earlier time, AFW to organise and advise attendees by email.</p>	<p>AFW</p> <p>GA</p> <p>AFW</p>	<p></p> <p>30.11.10</p> <p>12.11.10</p>
<p><b>Dates for Future Board Meetings and AGM</b>  Next Board Meeting date agreed, meeting brought forward in order to agree framework before January deadline.</p>	<p>All</p>	<p>05.01.11</p>
<p><b>Dates for Board/Strategic Planning</b>  Date agreed with members. Christmas lunch arranged for same day.</p>	<p>All</p>	<p>16.12.10</p>
<p><b>Trips</b>  Trongate/DaDa Fest compared and discussed, members in agreement that a group day is preferable to individual outings.</p> <p>Trongate selected for away day, Arcadea to arrange transport.</p>	<p>All</p>	<p>02.12.10</p>

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<p>Board advised that any DaDa events they wish to attend can be supported by the organisation.</p>		
<p>If members wish to attend they are to submit their reason of interest to KSa who will make the necessary arrangements. Members then to feedback to the board on their return.</p>	All	
<p><b>Forward Plan</b></p>		
<p>Discussed in brief and given to members to review at home in time for Strategic Planning Day and use as starting point for discussions. Members to consider how it can fit within the 3 year plan to be submitted to ACE.</p>	All	16.12.10
<p>Request made for a planning sub group of 2/3 members to be set up to assist in producing the framework of planning process funding.</p>	GA	
<p>Recommendation that a minimum of two meetings are held, the first to formulate, the second to check progress, with a possible third to ratify. Meetings need to take place between now and the 24.01.11 deadline.</p>		
<p>Members requested to volunteer for group.</p>	All	Immediately
<p>First meeting set up, one member confirmed as attending.</p>	JI	16.11.10/9:30
<p><b>Changing Bank Accounts</b></p>		
<p>Merits of changing bank account to Lloyds TSB discussed.</p>	GA	
<p>In future 2x staff members and 2x board members to be added as signatories.</p>		
<p>No members of board in opposition to the change.</p>	All	
<p><b>Directors Report</b></p>		
<p>Discussed in brief.</p>		
<p>Car loan payment to GA agreed in principle.</p>	All	
<p>Approval of ACE to be sought before final decision made.</p>	GA	30.11.10
<p>Demonstration of its impact on company accounts to be provided before final decision made.</p>	GA	30.11.10

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Community Accounting to be explored in relation to; Our accounting systems, Car loan.	KS GA	30.11.10 30.11.10
Discussion on strengthening relationship with Sonia Omar (BIHR) and future collaborations. Date of next session needs to be agreed and ideas discussed.	JI GA	31.12.10
Need to become a corporation discussed. Further research needed.	GA/KS	05.01.11