

**Board of Trustees Meeting**

On Tuesday 11<sup>th</sup> August 2015

At the LGBT Foundation offices, 5 Richmond Street, Manchester

Agenda Item	Discussion	Action to be taken by	Date by
<b>Welcome</b>	Dave welcomed everyone at 18.45		
<b>Attendance</b>	Dave Lawrence (DL) Chairman Peter Walter (PW) Vice Chairman Matthew Tennant (MT) Daniel Burford (DB) Secretary Will Forshaw (WF) Interim Treasurer Steven Allen (SA) John Stewart (JS) Andrew Birchall (AB) Craig Owen (CO) Simon Pearce (CP) Christine Dale (note taker) Andy Henshall (AH) by teleconference		
<b>Apologies</b>	Apologies were received from: Nas Khalid (NK)		
<b>Minutes from last meeting</b>	The draft minutes of the previous meeting of 14 July 2015 were awaiting trustees' comments.		
<b>Matters arising</b>  <i>(Outstanding actions from previous meetings in italics)</i>	<i>AB to look into a new auditor to be appointed next year</i>  Options had been explored and tenders received. It was proposed that Beevers and Struthers to be our new auditors, as they gave a very competitive and comprehensive service at a competitive price. It was <b>unanimously agreed</b> to recommend Beevers & Struthers as our new auditors.		
<b>Staffing Update</b>	<i>Arrange with Fastpay to implement DDs online and integrating the T-shirt requests</i> It was advised that although this has been set up, a little more time is required to integrate the extra questions. Expected to be live before September.		
<b>Leader Resources</b>	<i>Revised set of assessment documents are being proof read.</i>  10 of the new documents have been formatted and uploaded onto the website. 3 more documents awaiting formatting.		
<b>Finance Update</b>	The finance paper was presented which consisted of two elements – Year End Management Accounts and		



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	<p>the One Month / Four Month to End July comparison balances.</p> <p>The Year End management accounts are with the auditors, and these will then presented at the AGM. Once some discrepancies have been resolved and the report processed, the final figures will be sent to trustees.</p> <p>In the meantime the draft management accounts have been copied to everyone.</p> <p>The plan was to approve the draft year end accounts, subject to amendments, at this meeting. However, as this is not the case, WF will send the documents individually to each trustee and any questions to be raised and discussed without delay.</p> <p>Some questions were raised about specific discrepancies between the current and previous year's figures were explored and clarified. For the AGM, comparison figures from last year will show the members how expenses have been curbed.</p> <p>The July accounts have a month on month comparison column from last year's activity. Any changes in format we wish to see can be requested.</p>		
<b>Board Roles and Recruitment</b>	<p>A report was sent out previously. The author reiterated that the roles had been advertised on the website as well as a few other sites. Few responses had been received, but a formal application for the Treasurer role has been received.</p> <p>An initial telephone interview had taken place and it was agreed that he was a strong candidate and that that there was a recommendation for him to be co-opted onto the Board.</p> <p>It was unanimously voted that the candidate be offered a post on the Board and be co-opted to stand as trustee and treasurer.</p>		
<b>Website – the way forward</b>	<p>Following up on the quote received from the website developers, two board members and a member of staff had held a meeting with them to discuss the current status and to explore options for improving the remaining issues with the web site.</p> <p>Several options on a way forward were discussed along with feasible budget options for ongoing</p>		

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	improvement and development, and site maintenance.		
<b>Strategic Plan, Parts 4 &amp; 5</b>	<p>The papers which form part 4 and 5 of the Strategic Plan were presented. It was explained:</p> <p>Part 4 is the paper in reference to staff and reflects our wish to have more key functions completed by the staff team and specifically how to manage them.</p> <p>Part 5 is the final part in relation to finance and reflects our desire to ensure robust financial management, good value for money, diversity for income, and sound budgets. These points arise from the job spec for the treasurer's role.</p> <p>The newest thing in the strategic plan, which forms the last point in the finance paper, is our 'additional' charitable work. All previous points have been about protecting and safeguarding our activity, whereas this point is new to the Plan.</p>		
	<p>Discussions and suggestions for the Plan include:</p> <p>To include a consistent revenue stream to future proof and protect the organisation.</p> <p>To set aside funding to do the additional charitable work. Although nothing emphasised now, it will be available for any decision in the future.</p>		
	<p><b>Next Steps:</b></p> <p>Use the headlines of the 5 Sections of the Plan to create a colourful document to put to the members at the AGM.</p> <p>To include this Plan in the Annual Report.</p> <p>To present the Plan to volunteers at the coordinators meeting, as this would be a good opportunity to trial members' opinions.</p>		
	It was <b>unanimously agreed</b> to accept Part 4 and 5 of the Plan.		
<b>AGM Update</b>	The update was to be sent via email to all.		
<b>Summer Camp Update</b>	A separate meeting was to be scheduled to finalise the last issues		
<b>Disiplinaries</b>	None		

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<b>AOB</b>	Membership fees – it was agreed to include this in next month's agenda.		
<b>Meeting closed</b>	The meeting closed at 9.45pm <b>Next teleconference on Tuesday 8<sup>th</sup> September 2015 at 18:30 p-m</b>		