

**Executive Board Meeting Minutes - Dunkirk & Lenton Old Community Centre NG7 2JW -4.10.19 4 – 4.30pm**

<u>Agenda item</u>	<u>Topic</u>	<u>Presenter</u>	<u>Notes</u>
1.	Attending/Apologies		<b>Attending</b> SAS, MD, LT, PH & SSS <b>Apologies</b> PM, JG & JCL
2.	Update re Actions from minutes of Previous Exec meeting	SAS	<b>Bank</b> – PM to have BACS access. Policy to be devised re larger payments. PM and JCL unable to attend but assured SAS they will meet imminently to arrange.
3.	AGM 22 Nov 2019	SAS	All attending agreed to keep the content minimal, following the substantial planning involved in our Common Ground Conference. The NW Constitution states minimum 21 days' notice to members of meeting and 14 days' notice from members to apply to become a trustee. Board agreed SAS send details at least 28 days before meeting to allow time for any trustee applications. <b>Action SAS</b> Agenda to include Chair's and Treasurer's Reports plus re-election of trustees. <b>Action SAS to send outlook invitation to members/partners</b>
4.	Constitution	SAS/SSS	SAS asked Board if they wished to update our constitution to simplify the style but it was agreed the amount of work involved didn't justify the likely results.
5.	Policies	JG	Our <a href="#">policies</a> should be reviewed annually. SAS has split the policies to enable uploading individually to our website. SSS reviewed the current policies and agreed that he believed them to be fit for purpose. New volunteer policy proposed. The Board reviewed and all agreed the wording. <b>Action SAS to upload new policy to <a href="#">website</a> and all trustees to agree they are happy with all policies. Action SAS to send email and all Trustees to respond by 31.10.19.</b>



6.	Trustees 19-20	SAS	<p>Currently, we have seven, but LT has given notice that she is no longer able to serve as a trustee after the 2019 AGM. She is happy to continue offering support where able. The remaining six trustees have confirmed they are able to. A further four trustees would enable us to achieve wider goals. Refer to <a href="#">website</a> for application. We can add a link to AGM invitation, but this hasn't proven successful in the past. SAS has uploaded to Charity Job.co.uk and all to specifically invite people we believe to have the right qualities.</p> <p>See new <b>Trustee Declaration of Acceptance</b> form for future Trustees. Suggestion to contact our partners, including Andrew Goodall of Victim Care, to ask if anyone is interested in becoming a trustee. <b>Action SSS to compile a list of suitable organisations and SAS to write to them.</b></p>
7.	Project Coordinator Role	SSS	<p>SAS left the room. Steve Smith proposed for the financial arrangement agreed previously by the committee (see January minutes) regarding payments to Sue Sambells as a self-employed Project Coordinator to have the ceiling clause of £3000 removed. Since agreeing the ceiling, SAS had obtained a further £2000 from the OPCC towards this funding and met/exceeded her agreed results. The attending trustees agreed. SSS had previously written to the trustees and JCL and PM had not objected.</p>
8.	Any Other Business	ALL	