



## Board Meeting Minutes

Thursday 13 January 2022 7pm on zoom

1. Welcome/Present; Jan, Graham, Veronika, Jean, Jon, Gabriel, Danielle, Tracey and Steph
2. Apologies; Tony and Sue

### **Services updates:**

3. Regulated Services:
  - (i) Danielle talked through her service report. We have taken on 3 new user members, which will all start w/c 24<sup>th</sup> (16 hours in total). Clare is following up on the new board outside the office with Chris, and Danielle is having a meeting with him next week to follow up on health and safety issues within the building.  
Jill from the Watershed – office space. Check if we have a lease at premises. Jan to catch up with Clare on Monday about the status of the tenancy.  
Care Co-Coordinator – deadline tomorrow for applications. Interviews to take place at end of January. 6 applicants.  
Recruitment is still slow. Not much interest. Posts on social media. This is ongoing.  
Danielle and Sue have not done any calls over the last 4 weeks.  
Kick start scheme, new starter 25 hours per week. Help and support with admin and office tasks. Government cover wage for 6 months (no obligation to hire after this time). 1K to cover set up costs. We are topping up to living wage.
  - (ii) Regulated services meeting on Monday (Jean) Staff member resigned, no cause of concern. There are things we can learn from this experience and we will review work policies and methods of communication
4. Action Group summary/reports – circulated to the board. No comments.

### **Board members/associates**

5. Minutes of last meeting – in next cloud; All agreed, no comments.
6. Arising:-
  - i. Blog post re new Board – Blog post agreed by all and will be posted tomorrow.
  - ii. Shared meal postponed – we will consider again at next board meeting.
7. Ongoing/new matters
  - iii. Update on NB
  - iv. Future topics for Action Planning. To be discussed on Monday.
8. Business & Finance:-
9. Marketing:-
10. Any other business – None.
11. Date of next meeting: Thursday 10 February @ 7pm

