

## Board Meeting

10/02/2022

on zoom

### 1. Welcome

Danielle, Dawn, Gabriel, Graham, Jan, Jean, Jon, Sue, Tracy, Veronika

We want to formally note the really sad news that Tony passed away - we'll talk about it more later on.

We also welcomed Dawn, our new care coordinator, to the Board meeting and introduced ourselves and each other.

### 2. Apologies

Clare, Leona, Steph

Services updates:

### 3. Regulated Services:

#### a) Danielle – written update report (part of the bundle)

- Danielle talked us through the report
- other hours are additional hours that staff do as part of learning/meetings
- specifically mentioned Explore Kirklees as a place we promote business
- ongoing review of job posts
- marketing: there will be a planning meeting; we've been doing blog posts that support website visits/brand awareness; 1 year operational coming up next month; dignity tree getting painted in the office
- mostly positive things happenings, staff isolation has been difficult
- Leona started (kick start scheme for 6 months) and Dawn recruited as the Care Coordinator
- Chris (landlord) said that he wants to have all the safety stuff done by the end of March - we want to keep them accountable to that; oil heaters in the office now
- UON - Unique Organisation Number - for ordering cv-19 tests from KMC - a bit of nightmare to get in
- unreasonable new rules for morning testing for cv-19; since this is guidance we are asking staff to test the night before (other organisations also doing this)
- recruitment - drivers are needed at this point as we are covering quite an area; high percentage of people without experience and/or not being drivers
- training from the new system - Danielle had a meeting and there will be training sessions 17th and 22nd Feb; and the process looks it'll be on the track
- office back open 9-2.30 Mon-Fri
- **Action: to consider how to take team building session/staff coming together - let's have a look at that elsewhere - Veronika to take forward and make part of the community/membership work for now**
- staff fed back that the meetings so far in connection to community related work has been really interesting and the team have enjoyed it
- Danielle's sense of things is that it is really busy and intense and also exciting; also mentioned some of the community engagement she has done (memory cafe); also opportunity to get some good training opportunities; some good connections being made with other care companies

#### b) general other – Jean (report from regulated group attached)

- positives: user members numbers going up + appointment of care coordinator
- started conversation about how to make committed staff feel valued - we can talk about this further in an action group or regulated service group
- to consider: offering 2 hours pay to staff willing to step in to cover calls during out of hours

- we discussed this - 2 elements: someone who is able to decide/sort the queries and then 1 person to be on standby to go and do the call; we need to consider this strategically
- **Action: immediately, the regulated group will put things in place so that there is something working now and we have cover**
- **Action: longer term decision is needed; meeting for an action group; regulated services to prep a paper exactly what it is and take it to the group**

#### **4. Action Group summary/reports – 24<sup>th</sup> Jan marketing (report attached)**

- report attached
- leaflets are printed
- **Action: Danielle to check with Steph if we have PDF versions and let the board know**
- Graham spoke about CCIN AGM that is happening w/c 14th Feb - Graham will speak at the panel; Danielle and Clare are running a workshop
- also people/board/everyone to be active on social media however they can

Danielle and Dawn left the meeting.

### **Board members/associates**

#### **5. Minutes of last meeting – in next cloud;**

#### **6. Arising**

Jan met Andrew Cooper (Green Councillor at Newsome and surroundings) and he was very interested in supporting us; three things came up

- 1) he would be able to put in something into the budget - possibility to do replication; he will try to do that
- 2) he's also in contact with Sheffield Council and there could be connection and Sue could offer time on this
- 3) there is a central group of green councillors throughout UK who meet and we can go and speak to them

Sue spoke with Graham Turner who is standing in Golcar and he is really interested to be part of this - so that is a good connection

#### **7. Ongoing/new matters**

a) Update on NurseBuddy and the new system

- we have to give 1 month's notice to NB
- we'll sign up with Unique and get off NB in March and the transition will happen then

b) Recruitment update - done above

#### **8. Business & Finance**

a) Finance Group update (John & Gabriel) - spreadsheet attached

- Jon talked us through the spreadsheet - complex because there are different periods of days for doing care and invoicing; plus other money coming in/out; hopefully new software will help with this
- we need to do roughly double of what we're doing now (in terms of care delivery) to break even
- this is really encouraging
- can we look at when we will run out of money and see whether we growing at the right pace
- we want to be able to show all this in a way that is understandable and clear to all our members
- overall super useful and thanks to Clare and Jon and Gabriel for this
- Jan noted that some months will look different as we'll see and will need to learn how things will be looking

b) Standing Item – register of interest - none

#### **9. Marketing – update in writing by Steph**

- people to read the update from Steph
- **Actions: Jon and Tracy to send a short piece of writing to Steph**

**10. Sharing Care – community workings (Veronika)**

- Veronika updated on sessions with staff - 2 so far, went well and we're getting some really useful input - e.g. staff want to know more about the board and how things work (ties in well with use wanting to make things accessible) and also asked about a staff member on the board
- next session planned for 25th in the afternoon
- Clare and Danielle running workshop at CCIN AGM and Graham part of panel - mentioned above
- Veronika going through the feedback gradually and will share through website so that everyone can see and ask questions and follow up

**11. Any other business**

a) investors event (we flagged this up at AGM and need to give some attention)

- late March/early April to mark the year of being operational?
- Veronika mentioned an event will be planned through the membership/community work so might be worth bringing that together for early June
- newsletter to members at this point so that we tell people what is happening
- **Action: Graham to do the newsletter**
- **Action: group to look at timeline for the event together (to bring the**

b) Tony's funeral (25<sup>th</sup> Feb) and what we need to do about Tony's shareholding

- at Huddersfield Crem 1.30, live streaming at the stadium from 1pm, wear yellow
- can we all contribute to the pot and do it from the Board - Sue will contribute we will contribute to Sue
- Tony invested and he nominated that the share will go to his estate - Sue will support sorting this out after the funeral; Gabriel in case of death the shares are transferable

**12. Date of next meeting: Thursday 10<sup>th</sup> March @ 7pm**

**13. Next action group dates - face to face + online**

**17<sup>th</sup> Feb @ 6pm: time table for investor event;**

**21<sup>st</sup> Feb @ 4pm: out of hours + plan for staff consultation**