

Meeting Minutes

Meeting Name:	Board meeting
Date:	09/03/2023
Where:	online
Attendees:	Jean, Graham M, Danielle, Charlene, Veronika, Sue, Steph, Graham T Jon, Jan
Apologies:	Gabriel

Notes

Minutes of the last meeting – on Next/shared via email

actions update from last meeting

- work on membership: Graham M, Veronika - V&G still to finish; Danielle and Clare happy with plan
- look at funding for marketing and possible premises: Graham T: this went to in Luc Bride, waiting to hear, **Graham T to chase Luc**
- work on board overview: Steph - **Jon & Charlene remaining, Steph following up; Steph to share the booklet with the team to share with user members**
- clarify arrangements with civic re premises and payment for leak damage: Jan - sor we're reviewing the document - **Danielle will ask Emily from Cowersley centre to contact Clare and Graham while Danielle is away**
 - **Graham to confirm notice with Civic and Jan to support with detailed knowledge**
 - **Graham also to sign the lease**
 - **team are already making arrangements for the move**
 - **we will all chip in with the move**
- find out process for registration with CHC (Continuing Health Care) and follow up: Danielle
 - in progress, we're putting this alongside the KMC application that is going in shortly
- action new rates and monitor effects on UM uptake: Danielle, Sue
 - this is ongoing, needs more attention
 - no change in average hourly rate
 - there will a change to rates for our user members - **letter will be going out soon, team are updating a letter we've used previously; letter to go out when Danielle is back so that we can field enquiries + take into account feedback that we had from members**
- model new figures: Jon / Gabriel
 - there are figures that have been worked on and we want to bring a couple of people of work together
 - we had a discussion to clarify some queries
 - **Jon to have a look at the with Danielle and take it forward - meet up Friday 10th**

- arrange meeting between BDG and marketing asap: Steph
- happened & this is in progress, **Steph & Graham meeting next week**
- can we change name on bank account: **Jon to talk to Jan about this and take it forward**
- arrange board / office meeting: Sue, Clare, Veronika - done and we will do those regularly

Standing item – register of interest

Veronika noted possible conflict with the point around consultancy - to be noted below.

Nicky is being extremely supportive/providing expertise and policy and procedures and also support to Danielle and this has been agreed and appreciated by the Board.

Sue has noted, on behalf of the Board, that Nicky's support is really appreciated.

Regulated Services update

summary points shared by Jean

recruitment is good, enquiries are low

we're submitting the application to KMC this week - the support from KMC should be going through this time; discussion about the length of the process

Kirklees rates are supposed to go up in April

the business development group needs to keep meeting and we want to make sure that actions don't drift and someone to lead on keeping the actions going - **all Board people to think about this and we need someone to pick this up, Danielle to be a second/buddy**

Danielle and Sue both away 14-19/03 and arrangements are in place to support Tracy and the team

Business & Finance update

positive news - good growth this time around

loss is down as well

Xero is showing us a real flow of money - and that was really good last month, around £300 (usually, around £3000)

if this was to continue we would have a lot more space for recovery

we talked about nature of care as well and acknowledged that it might/will go down again

maybe we could have a look at what hours are 'at risk' so that we can see what is a trend and what might be a sign of increased needs of people for a period of time

Marketing update

there has been discussions on slack about some options and points and some decisions need to be made

Steph and Graham to have a look at all the marketing related stuff + Danielle to take forward as well

<p>marketing budget - Steph has sent a marketing plan for us to review/agree</p> <p>discussion about what we need to do now</p> <p>we agreed to do the Options magazine - Steph to confirm with them and then we have time to take it forward</p> <p>within next two weeks the marketing group will meet and agree how to take the leaflet distribution and when - Steph/Graham to look at this and take it forward for the start</p> <p>Danielle prefers Meltham and then Slaithwaite and Linthwaite as location priorities for leafleting</p> <p>there are monitoring options on the care system and we can get this information - so we can look at what we know now</p> <p>Graham talked a bit more about the marketing grid - we will share the link again and all board members are to look at this and to contribute to this with blogs, etc...</p> <p>we are in touch with Fiona Russell from Examiner - Steph is taking that forward</p>
<p>Sharing Care/wider work update</p> <p>Veronika tabled a proposal for consultancy/development support charge</p> <ul style="list-style-type: none"> - when we get asked to speak at events/to commissioners/offer advice mostly it's other small groups who can't afford to pay for our time - which is OK and this what is mostly happening and will continue to - sometimes they can pay and I hope we will get to the stage when we can get contracted/commissioned to pieces of work at this point - Veronika has been picking this up and will continue to do so (this doesn't mean others can't or shan't or won't) - V would like to propose that we agree a rate for our time so that we are consistent and can take things forward and that the care co-op gets a fair contribution that will contribute to income generation - £200/day rate for small organisations and £400/day for bigger organisations and local authorities and similar (+ there will be of course a discretion) and that 1/3 goes to the co-op as part of income generation - this is just for now in response to being asked to speak at a couple of events and being offered to be paid for time + having to prep etc... <p>This has been agreed.</p> <p><u>AOB</u></p>

Actions summary	Action / Date
<ul style="list-style-type: none"> • membership work - Graham M & Veronika to complete + share • Graham T to follow up with Luc Bride re our funding • Steph to complete with Jon & Charlene + share booklet with the team to share with user members 	

<ul style="list-style-type: none"> ● moving to Cowersley <ol style="list-style-type: none"> 1) Clare & Graham M to be contacts for Emily while Danielle away 2) Graham M to confirm notice with Civic and Jan to support with looking over contract with Cowersley 3) Graham M to sign the lease 4) others to chip in with the move or other bits ● new letter to go out to user members about new rates <ul style="list-style-type: none"> - team are updating a letter we've used previously - letter to go out when Danielle is back so that we can field enquiries - take into account feedback that we had from members ● Jon to have a look at the with Danielle and take it forward - meet up Friday 10th ● Steph & Graham meeting re marketing and business development w/c 13/03 & ask others for input from there + share the grid again ● Steph to confirm with the Options magazine that we want the space and lead on what will go in ● Steph is talking to Fiona Russell from Examiner ● Jon to talk to Jan about ways to change the bank account name ● all board to consider: contributions to marketing ● all board to consider: who can lead on BDG in terms of follow up and action completion 	
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Reflection from the meeting	
Date of next meeting	13/04/2023
Minutes completed by:	Veronika
Minutes to be shared on:	Next/email