

## Meeting Minutes

<b>Meeting Name:</b>	Board meeting
<b>Date:</b>	Thursday 13 <sup>th</sup> April
<b>Where:</b>	Zoom
<b>Attendees:</b>	Veronika, Jean, Charlene, Sue, Graham M, Nicky, Jon, Danielle, Jan, Clare, Gabriel
<b>Apologies:</b>	Graham T, Steph

<b>Note</b>	<b>Action / Date</b>
Membership – ongoing work	Graham Veronika Next meeting
Move to Cowersly has gone well. Grateful for all the help received for the move. Danielle needs smaller desk. Chris sending an invoice for 2 weeks rent. Keys to go back to Chris asap.	Graham, Sue, Danielle
Banner on order for railings next to new office base	
Staff profiles for website, awaiting Jon	
Register of interest: None declared	
Regulated services: See report and bullet points. <ul style="list-style-type: none"> <li>Agreed to extend the area we operate in at the boundaries at Danielle’s discretion if it will work well.</li> </ul>	

<ul style="list-style-type: none"> <li>• Some staff becoming key workers are also taking on extra responsibilities. Should we look at an increase in remuneration for this?</li> <li>• Talk to staff team, do a report and look at costs</li> <li>• Incident re delivery of a controlled medication. Pharmacy is investigating and we will review when we have the results of this.</li> </ul>	<p>Reg services team and finance</p>
<p>Business and finance; see reports.  The user member hours have gone up and there is a very positive upwards trend for the business, but the cash flow is lower than we would like.  Need to look at next month's figures to see if the trend continues and put together a realistic business report in case we need to seek extra funds.  Various suggestions to look into:</p> <ul style="list-style-type: none"> <li>• Coops UK. Would be match funding so this may involve requests for further investments from members.</li> <li>• Efund; offer a mixture of grant / loan. We can make a good case because of the problems caused by launching at the beginning of the pandemic. May be easier than a share issue</li> <li>• Property and Community finance</li> <li>• Loan from council, not the preferred option as we need them to continue to refer to us.</li> <li>• Need a contingency plan for if the money in the bank drops below a certain figure so we can close properly if we have to</li> <li>• Finance group to meet to discuss all of the above.</li> <li>• Next meeting of BDG on Wednesday 27<sup>th</sup> April at 3.00.</li> </ul> <p>In office if a space can be found or at a board members house. Discuss someone to come forward to take the lead</p>	<p>Finance group before next meeting</p> <p>BDG meet 27<sup>th</sup> April</p>

<p>on organising the group. Danielle to put all info so far in a folder on Next and put the link in Slack</p> <p>There was a discussion around the need for transparency but also the need not to cause panic amongst staff, user members and investors. It was agreed that we need to have a positive plan moving forward before we can extend the information to the wider group. To be completed over the next month.</p>	
<p>Marketing: See report</p> <p>Would vistaprint be cheaper for leaflets?</p> <p>Leaflet drop to take place at beginning of May in Slaithwaite, Meltham, Linthwaite. We need to be active in community events to build on this. Please let Danielle know of any events.</p> <ul style="list-style-type: none"> <li>• Meltham Carlisle; 29<sup>th</sup> May</li> <li>• Golcar Lily day</li> <li>• Outside Morrisons, aldi?</li> </ul>	
<p>Sharing Care;</p> <ul style="list-style-type: none"> <li>• Info on Next Cloud for if people go to talk to other groups.</li> <li>• Some figures from other groups; Norwest co-op broke even at 1800 hours.24/7 care was the thing that made a difference to becoming viable.</li> <li>• Sharing work ongoing</li> </ul>	<p>Put on agenda for next reg. services meeting</p>
<p>Danielle to provide list of preferred means of contact for all eventualities</p>	
<p>Need to be careful not to share confidential info such as names, phone numbers and addresses on Slack</p>	

Summary	Action / Date
<ul style="list-style-type: none"> <li>• Reg, services to look at remuneration for key workers</li> <li>• Reg services awaiting further info on medication issue</li> <li>• Reg. services to look at pros and cons of 24 hour care</li> <li>• User members hours have a positive upward trend but cash in bank is gradually running lower</li> <li>• Finance group to meet to discuss plans to deal with this</li> <li>• BDG group to meet to further business development</li> <li>• Leaflet drop in May to Slaithwaite, Meltham, Linthwaite</li> </ul>	

Reflection from the meeting	
<b>Date of next meeting</b>	Thursday 11 <sup>th</sup> May
<b>Minutes completed by:</b>	Jean Parker
<b>Minutes to be shared on:</b>	Slack, Next