

Meeting Minutes

Meeting Name:	Board meeting
Date:	Thursday 8 th June
Where:	Zoom
Attendees:	Steph, Sue, Graham M, Veronika Tracy, Danielle, Nicky, Jan, Clare
Apologies:	Graham T, Jon, Jean, Charlene, Gabriel

Note	Action / Date
BDG meeting – Thursday 15 th and time to be agreed with Jon/Jean	Graham to confirm
Regulated services	
<ul style="list-style-type: none"> - staffing going OK - care coordination – good progress with the team work - we propose that we Danielle will join Slack board channel - we’re getting some referrals through Kirklees Council and we support people who self-fund + direct payment - at the moment, we are the maximum capacity 	V to add Danielle to slack channel
had a brief discussion about how we will learn + take forward work with Kirklees	
<p>monthly contracts: considerations around this because it could help us with hours that get fulfilled; this is being explored; let’s consider how to discuss this with staff team & share advantages</p> <p>we need to think about a scenario when it might be necessary (+ we will need to review policy accordingly)</p>	
Danielle would like to have a finance meeting to explore the monthly paying – have asked on Slack	
Tracy’s farewell – it’s been great, what a ride and Tracy will take a break and will consider joining the Board and definitely will be in touch with us & wants to see us through to success and onwards journey	

Discussion about the care coordination team – the team have worked things together + with Danielle’s support; communication is key, trust and also accountability The team have been working together to set up systems.	
We need to have structured conversations with each of the people for evidence/compliance for CQC so that we maintain good practice.	Sue & Danielle to arrange this
We will need to issue contracts to the team members. Or see how we change/adapt the contracts to work for this.	Danielle taking that forward
Finance	
The reports are really positive – we only had a loss of about £200. If we didn’t have that many bank holiday days in May (that we pay extra for) we would have made profit!	
Our estimate is that June might look similar to this.	
Also – let’s make a note of Meltham leaflet drop and that it has brought us business. The BDG will consider that.	
Lenders: we talked about exploring this; we did some work and it seems a position of last resort, mainly because of the onerous interest	
BDG	
The group will meet soon	
Jan highlighted the Kirklees Business Development plan that she shared and it would be good to be in the know + also get the KMC’s support as we can contribute to the priorities	BDG to pick up and take forward with Graham T
Marketing	
Marketing meeting to happen alongside BDG	
Steph working away on website content and also has secured a will campaign and also Options magazine is out	
Sharing care	
V in touch with JRF and fed into a piece of work in connection to research proposal	
Graham spoke to Staffordshire people about what we’re doing; Power to Change has an interesting thing out	

We had a discussion about readiness and process and that we needed to take the time and now we might be ready to take some of our exciting/transformational ideas	
AOB	
Mid-year salary reviews – this needs to happen and we want to look at regular stuff as well	V to do board only channel Danielle start with Amanda + finance group can make a pathway

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Date of next meeting	Thursday 13 th July
Minutes completed by:	Veronika
Minutes to be shared on:	Slack, Next, website