

## Meeting Minutes

<b>Meeting Name:</b>	Board meeting
<b>Date:</b>	Thursday 10 <sup>th</sup> August
<b>Where:</b>	Zoom
<b>Attendees:</b>	Danielle, Jean, Sue, Gabriel, Charlene, Jan, Veronika, Jon
<b>Apologies:</b>	Graham M, Steph, Clare

Note	Action / Date
Jan is chairing	
we noted that we need to get better in recording all the parts of the meeting – we need to make sure that the board only parts of the meeting have decisions recorded and cascaded properly	all Board to take forward – notetakers at meetings
we added the wages policy on the list of outstanding actions	
outstanding action: Danielle and Clare will be looking at the contracts and conversations with the care coordinating team – there have been holidays and trying to make it work; Sue is supporting as well	Danielle, Clare and Sue
outstanding action: the newsletter meeting to be rescheduled - 16 <sup>th</sup> August in the evening to consider at the meeting - audience of the newsletter - format of how this will be produced - feedback from people about content - ideally it will go out so that the AGM invite is on there	Steph, Danielle, Jan can do this and Danielle to check with Graham
AGM meeting date: 23/11; 28/11, 30/11 Board meeting in November – let's go for face to face Board meeting – hopefully we will have a good story to tell Steph would be able to do some planning and there are a few options in terms of venue	Veronika to do doodle poll for this
Accounts are underway and will be ready in September	Jon to keep us

Veronika to do FCA submission accordingly	posted Veronika FCA submission
update on wage policy - Steph & Sue had an initial meeting and they will keep going/taking it forward - aiming to have something well in advance of the AGM and that will get done	Steph & Sue
finance	
We made a profit for the first time! £400 the only things that stood out - mid-summer madness has meant that Danielle has worked extra and we had some unworked hours - this has meant that Danielle have been also to see people and it feels ok and steady and it's still OK There is a nice action group coming up that will be addressing operating surplus. We will need to make those decisions at the AGM and start taking it forward.	
There hasn't been BDG meeting	Graham to do schedule when back
Compassionate cultures – as a follow up we have been asked to feature in a newsletter that will be distributed Kirklees-wide in terms of good practice in health/care sector	
Regulated services updates - the group is working on the format of updates that will show that we are running a safe and effective service: some more work needs to happen on the report there is nothing essential that Board needs to be concerned about - it would be also useful to have an update about how many people are working with us and how many people we're supporting	

Marketing - Steph sent in a report - leaflets for events have been order - BDG could decide on any additional costs for marketing (printing of leaflets for Golcar/Mark's support)	BDG & marketing meetings to explore this
Connections to Equal Care - considering how we could work together - slowly chipping away at making contacts and seeing what could happen	
AOB we need to think about our individual positions on the board and whether we need to be thinking about other people	
discussion about members and board membership and standing we've got to work out who is standing down and how many people we need	
we also have the membership stuff to go through	Veronika/ Graham/Jan to test & take forward

Summary	Action / Date
care coordinating team: contracts & conversations	Danielle, Clare and Sue
the newsletter meeting: rescheduled for 16 <sup>th</sup> August in the evening	Steph, Danielle, Jan can do this and Danielle to check with Graham
AGM meeting date: agreement	Veronika to do doodle poll for this
wage policy progress update	Steph & Sue

next BDG meeting	Graham to do schedule when back
membership testing & ready for AGM	Veronika/ Graham/Jan

<b>Date of next meeting</b>	Thursday 14 <sup>th</sup> September
<b>Minutes completed by:</b>	Veronika
<b>Minutes to be shared on:</b>	Slack, Next, website