

## Meeting Minutes

<b>Meeting Name:</b>	Board
<b>Date:</b>	14 <sup>th</sup> September 2023
<b>Where:</b>	Zoom
<b>Attendees:</b>	Clare, Graham, Danielle, Steph, Charlene, Jon, Sue, Gabriel, Nicky Byrne, Jean, Graham Turner
<b>Apologies:</b>	Veronika, Jan

Note	Action / Date
AGM-30 <sup>th</sup> Nov, Graham Still need location, capacity of 50+	Graham sends invitation to share holders Clare to send to staff, Um's and families. Needs to include invitation to join board.
Current board members to decide their intent. Voting needs to be done in advance and announced at the AGM.	All board members to notify Graham ASAP of their intent.
Agenda	Further discussions to be had
Newsletter very nearly complete	Graham sending to share holders and all on our mailing lists. Copies to be printed and delivered to various sites
Membership- handbook needs tweaking.	Graham, Veronika, and Clare to finalise and send out invites to join.
Care coordination team updates	Sue apologies she is behind with this. Contracts still not complete.
Register of interest	Nothing to declare
Membership application- Clare	Accepted and to receive a share certificate
Regulated service- Sue gave updates on Coop principles in action.	How can we share not as marketing but as a celebration?
Finance- 2 <sup>nd</sup> month in profit. Still need more hours to be comfortable.  Accounts notified us that we can be in trouble for directors remuneration not being invoiced.	Sue to start invoicing for her fee, Clare to help

Marketing. Car magnets a success, people asking our team questions and contact.	Team to carry leaflets in cars to hand out.
Options magazine, do we want to re-advertise in winter issue £750+	Nicky to check out the new discharge ward at hospital to see if the magazine is there. Steph to research further and please put on October Board meeting agenda to discuss. Danielle to discuss further.
Graham T is aware of ward budget we could apply for.	
Business development group and marketing group to merge.	Graham to arrange a meeting
Salary review, Sue gave overview. Danielle shared views. Need a pay policy. Need to set a differential and maintain. Any bonus's need to be sperate to policy.	Sue and Steph to meet again. Need to discuss at October board and decide ready for AGM.
Jackie Ramsey visiting	3 <sup>rd</sup> October
Danielle resignation, given a 3-month notice until the end of December	Job advert needs to be published at the end of September.

Summary	Action / Date

Reflection from the meeting	

<b>Date of next meeting</b>	12 <sup>th</sup> October
<b>Minutes completed by:</b>	Clare/Danielle
<b>Minutes to be shared on:</b>	