

Meeting Minutes

Meeting Name:	Board
Date:	12 th October 2023
Where:	Zoom
Attendees:	Graham, Steph, Jon, Veronika, Jan, Jean
Apologies:	Gabriel, Sue, Graham Turner, Danielle, Charlene (off)

Note	Action / Date
AGM venue: the Civic have space for us to host there, the Riverside room/downstairs, 6 to 9pm a few people have already registered	Steph to finish off the booking
2 directors are stepping down: Veronika and Gabriel; it would be great if we can get a push amongst staff members/user members	
we need to check about the retirement of directors who are serving longest	Veronika to check rules
membership – ready to go to staff team and to user members once we have the contact details	Danielle to share user members/family members details with Graham Veronika to send the invitation to the staff team Veronika & Graham
coordination team – there are now two people who have the role; the third person has stepped down	Jean to check in with Danielle about the contract
RM recruitment: the advert went out last week; there have been some applications already; Danielle suggests 2 meetings - 1) to look at interview questions (next week) - 2) after that to look at shortlisting after the advert closes; dates for the interview between 21st October and 16 th November decision on interview process made: Danielle, Sue and Steph on the panel and there will be 2 stage interview – face to face and presentation online we shall consider talking to Kirklees about options in terms of support	Steph & Jean to arrange with Danielle to look at interview questions – other board members to feed in questions
update from Danielle via Jean: new packages are coming in and there are new staff interested; the hours are currently filled up until we get new team members in	
There has been a safeguarding issue that is connected to a family	

member and this has been addressed with social services and it's been all well managed.	
Danielle has completed mental health first aid course and can now support staff/user/family members	
<p>finances</p> <p>annual accounts: the board has approved the accounts</p> <p>finances: last month was a loss; we have a good cashflow; we're paying 90% for the time with user members</p> <p>as long as we are able to build the hours back up it will be ok</p> <p>we are on the £40k mark where we have been during the whole summer</p> <p>overall it is looking positive ahead</p>	<p>Jon to send the signed accounts to Graham and Veronika</p> <p>Veronika to do the FCA submission</p>
<p>marketing</p> <ul style="list-style-type: none"> - we decided that we won't go with the Options again - HD Connect magazine could be considered as an option – it is cheaper and it would cover all HD postcode - Steph is pursuing other options/opportunities 	

Reflection from the meeting	
Date of next meeting	9 th November
Minutes completed by:	Veronika
Minutes to be shared on:	