

Meeting Minutes

Meeting Name:	Board
Date:	9 th November
Where:	Zoom
Attendees:	Jon, Clare, Jan, Graham M, Jean, Graham T, Steph, Nicky B, Danielle, Sue, Tracey Corner, Charlene, Veronika
Apologies:	Gabriel

Note	Action / Date
Last meeting mins- all happy	
AGM- Graham confirmed reminders had gone out. Tracy McHugh has never received- she's never been added as a member 1x more reminder to go out.	Graham to contact her.
Need to work out longest serving board to see if they need to step down. Jean and Gabriel to step down with Veronika. Interest from – Tracy McHugh, Chris, Nicola B. --- V's notes to this added after the meeting: AGM directors - one third to stand down who should be longest serving - last AGM Steph & Sue stepped down and were re-elected + Gabriel and Charlene were elected - Jan, Graham & Veronika stood down + restood in 2021 - Jean stood at 2020 – so if we go with 1/3 then Jean would be the one to stand down according to rules + Veronika + Gabriel	Danielle to add positive successes into her AGM report Jon bringing projector screen and Danielle projector Steph needs to know numbers of attendees by afternoon so she can buy refreshments Nominations need to be in by the 16 th Nov Graham sorting agenda, with nominations listed Graham to sort voting paper, votes to be returned by 30 th – everyone to vote in advance?
Pay policy is being moved to next board agenda- needs more work	
ROI- nothing to declare	
Members need approving- Andrea Guinan, Heather Orange- both approved	
Reg services – nothing to report, busy with recruitment from RM Safeguarding issue- closed 1x user member maybe giving notice as we can't meet the needs. Danielle working on PIR for CQC, due by the 15 th - this is a regular occurrence. Staffing hours use all hours.	

<p>User members look good, 2x new full time in Nov</p> <p>Kirklees sending through more packages, Danielle to access as they come through.</p>	
<p>Finance</p> <p>Accounts signed off, 3 signatures from 2 people- think this is OK</p> <p>It's been submitted to the FCA</p> <p>Profit again in Oct</p> <p>200+ hours per week, seems steady</p> <p>All looking good</p> <p>BDG- cancelled this month</p> <p>Jon doing a report for the COOP UK, they also want to visit. Need to send accounts, projections etc- end of Nov.</p>	V to invite Co-ops UK to the AGM
<p>AOB- Labour party dinner event- anyone interesting in attending.</p> <p>Organise a pre- Christmas event</p> <p>Probation rate- needs looking at, next board meeting</p>	
<p>Recruitment</p> <p>Sue, Steph and Danielle had meeting- Sue gave report</p> <p>V and Jon approached equal care, unsure of capacity.</p> <p>We may borrow time from their RM</p> <p>RM needed for official duties</p> <p>Jon to speak with Trevor- the chair of the board</p> <p>Tracey – has offered update about her experience and how she could offer support while we're recruiting for RM</p>	
<p>notes with from board only discussion</p> <ul style="list-style-type: none"> - we need a Registered Manager - Sue would take on the role part time - we have a few team members who would be able to pull together a support team - we can keep recruiting for the role (on the website + social media) - Sue, Danielle, Clare, Charlene, Nicola, Tracy, Tracey – to meet and start looking at options and work out what is possible - Danielle & Sue to take this forward – people to start meeting while Sue is away and start mapping and then everyone gets together 	
14 th December – social gathering	Steph to gather ideas
V updated on secretary handover and also being part of the meeting with Co-ops UK in connection to consultation about secondary co-op provision – will report back after 16/11/23	

Reflection from the meeting	
Date of next meeting	14 th December
Minutes completed by:	Clare & Veronika
Minutes to be shared on:	email/next/website