

Minutes of Edridge Fund Trustees' Meeting

Held at GFTU (NUJ) on Thursday 12 May 2011

		ACTION
1.	Present Anne King, David Cox, Nick Paul, Liz Bywater and Richard Martin	
2.	Apologies Alessandra Evans	
3	Election of Vice Chair Nick Paul was elected as Vice Chair.	
4.	Minutes of Last Meeting The minutes of the last meeting held on 17.03.11 were agreed and signed.	
5.	Applications These were dealt with appropriately. Richard reported feedback he had from our Cheshire rep, Francis Sanders, who had been told confidentially about inappropriate spending of a grant. Chair asked Richard to draft a letter to Francis, in the hope of being able to take up the matter directly with the beneficiary concerned. The layout and information requested in our application forms was discussed and it was agreed that Trustees would consider revising the form. Liz offered to draft some ideas, and others would also make suggestions. David offered to contribute suggestions about making the forms easier to complete electronically. To be placed on next agenda	Richard/Chair Next agenda
6.	Matters Arising Any matters arising were covered in today's agenda.	
7.	Treasurer's Report David spoke to his report, which had included a budget for main items for the rest of the year. This indicated a cash surplus at year end of just £9,000. This allowed for a slight increase in the grants budget to allow for spending on grants of £3,000 per month. However, he felt that this could be a low estimate, and there was some discussion about the likely trends in applications for the rest of the year, which might well increase once cuts started to take effect. David felt that the existing authority from the Trustees, to withdraw £6,000 in cash from the Portfolio would be a good start, but he would monitor income and spending closely. It might be necessary to make further withdrawals in the course of the year. David reported that he had now received the March portfolio statement and this indicated that the portfolio had increased slightly over the end of 2010 figure.	
8.	Succession Planning The issues that were raised at the last meeting were reviewed by the	

	<p>Trustees as follows:</p> <ol style="list-style-type: none"> 1. Simplifying our operations using electronic means David has started exploring methods, and will be in a stronger position to report at next meeting, having considered various methods particularly those used at Gayton. 2. Possibly co-opt members with relevant skills (ie fundraising) onto the Committee Recruit from further afield seeking wider help. 3. Set up a Fundraising Sub Committee 4. Set up a virtual reality office rather than have a physical office 5. Possibly appoint a “legal” secretary. Someone who would have skills to deal with issues such as Trust Deed, and charity matters. They could explore Charity Commission issues, such as those raised at our training. <p>The Trustees referred to David’s paper, particularly relating to “to what extent can we simplify operations particularly using electronic systems”. David asked everybody to look again at the list of core tasks he had completed with his paper in March and to suggest additions and revisions.</p> <p>It was agreed to start training ourselves.</p> <p>Also discussed how we issue grants when cheques are phased out. David has already received some material from Unity Bank which he will study and come back with proposals.</p> <p>It was agreed we should make substantial progress by the time we go to AGM.</p> <p>It was agreed we should target areas without Reps - Richard to supply details.</p>	<p>David</p> <p>All</p> <p>Richard</p>
9.	<p>Website</p> <p>The results of Anne’s letter to Chiefs was reviewed, agreed a poor response so far. Kent Chief has refused to highlight Edridge on Kent website. To include these issues in strategy doc.</p> <p>David reported “hit” figures for website.</p> <p>David reported some problems with communication with Tim relating to website — David to ask for information needed, giving Tim a deadline.</p> <p>Liz asked David to clarify where some of our news items were on the site. David acknowledged that this needs revision and he will look at it.</p> <p>Richard to ask Sarah to set up spreadsheet to log responses from CEOs re Edridge web link etc</p>	<p>Richard</p> <p>David</p> <p>David</p> <p>Richard</p>

10.	<p>Training</p> <p>Sally's brief report from the training day had been received a few days prior to this meeting.</p> <p>It was agreed to set up a Sub Committee in order to process the items Sally suggested we deal with.</p> <p>David will include a piece asking for volunteers to be co-opted for the brief working party on governance, and will explore with Napo the possibility of sending out a Branch e-mail making the same request</p> <p>Committee to be focussed and probably meet only twice. Anne to chair.</p> <p>Health & safety and diversity are to be main themes for future Trustee meetings, with items on the agenda at each meeting.</p>	<p>David</p> <p>Agenda</p>
11.	<p>Napo AGM</p> <p>To include this item in strategy document</p> <p>Those attending AGM: Anne, Liz, David, Alexa, Sarah, Richard</p> <p>After discussion it was decided that:</p> <ol style="list-style-type: none"> 1. Beanies, key fobs, Christmas cards + possibly cool bags should be on the stall 2. There should be a rota drawn up particularly for Friday, with Sarah and Richard on stand + one other Trustee 3. Ask Branches to pay for cards prior to conference 4. Pack up stall Saturday a.m., having ensured collection of cards 5. Ask Napo in advance if we can have a bucket collection and when it should be 6. Ask Napo what the system is for notices 7. Reps' meeting: <ol style="list-style-type: none"> a. Agreed to hold Friday 6.00pm after business b. Check room booked with Kath c. Meeting to include brief report from Anne ref changes, a Q+A session, display of website d. Richard to draft a questionnaire to Reps prior to AGM, asking them to gain info in their area as to how people heard about Edridge 	<p>Richard</p> <p>Sarah/ Richard</p> <p>Richard</p> <p>Richard</p> <p>Richard Anne</p> <p>Richard</p>
12.	<p>Charity Commission News</p> <p>Richard had circulated by email information from the Charity Commissioners.</p>	
13.	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. Sally Lewis, Chief Exec, Avon & Somerset, donated £5 cash. Richard to write thank you letter. 2. Ranjit (Napo) to be asked to write an article in Napo News re fundraising. 3. Richard to send Trustees our Trust Deed. 4. Future minutes should include both Action and Timescale (Richard and Sarah to draft a new format for minutes including those items). 	<p>Richard</p> <p>David Richard Richard /Sarah</p>

14.	<p>Next meeting - Wednesday 13 July 2011 at Gayton</p> <p>It was agreed to provide mostly vegetarian food for lunch. Anne prepared to do station run. David to stay at the Limes night of 13 July. Richard to establish whether Sarah is able to meet with Anne on Tuesday 12 July late afternoon.</p>	<p>Richard</p> <p>Richard</p>
	<p>Dates of future meetings Thursday 15 September GFTU Thursday 1 December GFTU</p>	

Signed: _____ **Dated:** _____

These minutes to be approved and signed at the next Trustees meeting