

## Minutes of the M8 2021 Trustees' Meeting

<b>Venue</b> Audio Call	<b>Date</b> Tuesday 10 <sup>th</sup> August 2021
<b>Trustees Present</b> Emma Welch Ian Matheson Lorraine Needham	<b>Also Present</b> Rebecca Brain Alistaire Knight

### Welcome.

Lorraine welcomed everyone to the meeting.

Apologies received from Karen English, Nick Daisley, Jess Day, Kathryn Worthington and Brian Mildenhall. Alistaire Knight was observing the meeting following his expression of interest to become a trustee.

### 1. Minutes of the previous meeting considered for accuracy and Matters Arising.

Minutes from the Meeting M7 (13<sup>th</sup> July 2021) were agreed and ratified by trustees present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

**Action Emma**

#### Matters Arising

Five matters are on-going and stay on the progress sheet to be reviewed at subsequent meetings. Associated actions are on the Progress Sheet

**See Appendix A**

#### Other Matters Arising

##### Vaccination Status

Following the trustee decision in the July meeting, Emma has actioned the collection of data regarding vaccination status. Restore are also collecting this data in order to advise their own risk assessments. The Key Workers at Root and Branch are starting to have this conversation with our current service users and, Rebecca reported that this health question will be added to data collected from new referrals.

Emma will work with Joanna in the office to make sure this new data is added to the information asset register.

**Action Emma**

### Marketing Review

Whilst the PR And Marketing review has been postponed until November, the trustees agree that Rebecca should be able to continue to drive marketing in the local area to improve our local profile. Social media will be used.

The trustees also discussed self-referral as a means to open our doors to more individuals. Rebecca talked through her ideas regarding a self-referral scheme, the trustees agreed to a pilot scheme for self-referring. This can be introduced alongside Rebecca's local marketing strategy.

**Action Rebecca**

## **2. Operational Review**

Rebecca had circulated a Centre Manager's Report to the board ahead of the meeting. The Board would like to thank her for continuing to cover this role during Karen's period of absence.

### Forge funding

The current six week course provided by the blacksmith is coming to an end this month. The trustees agree to continue funding this with another six week course to start in September. The forge activity is an extremely well liked and useful addition to therapeutic activities offered at Root and Branch. Currently it is reaching a different service user each week so has a wide reaching impact.

The trustees also decided to support a forge course at the Blacksmiths Guild in order to upskill one of our volunteers. A £250 contribution will be made to progress an introductory blacksmithing course.

### Defibrillator

The trustees agreed that the defib needs to be put in a more visible place. Rebecca has done a lot of research. It needs to be housed in a cabinet which is heated. The board decided that we will redo the cabinet using some of our own funds and using a donation that has been received for this purpose by one of our members. Rebecca has negotiated an ongoing servicing package to keep the defibrillator in good working order and we will also organise a demonstration session for staff, volunteers and other members of the Westmill community.

### Annual review

Rebecca is going to investigate the feasibility of getting a review /newsletter published in time for the open day in September. Rebecca will ask her son to help with this. The trustees agree that having a new publication to hand out at both the open day and ready for the AGM would be extremely beneficial however, given that time is running short, they recommend that Becky only takes this on if she doesn't feel too time pressured.

### Laptop funding

Rebecca has requested that we invest in this IT resource. The project has requested two new laptops to be used by Rebecca and Nicola. Nick has researched the prices of suitable machines and the trustees approve this purchase. Rebecca asked that Nick purchases these two new machines for the project.

**Action Nick**

### Kiln

The kiln is not working, it would cost around £750 to repair. Currently there is no volunteer offering ceramics work at the project so the trustees put any decision regarding this on hold for the time being. Rebecca made the trustees aware that a kiln hire service is available in Swindon should we require a firing service during this interim period of not having our own working kiln. Ultimately, the trustees recommended replacing the kiln rather than repairing it because it is now a very old machine. Much smaller more energy efficient machines are now available.

### Reporting

The trustees agreed that data from the employment coach would be very useful to see at board meetings. Rebecca suggested that it be added into the monthly management report as an indicator of impact measurement .

The board suggested that a seasonal report from the garden manager would be beneficial. This report will contain anecdotal evidence of the benefits of the garden activities as well as plans for future activities.

The trustees would like to invite Rosie to give a short report at the AGM. Rebecca will ask her.

**Action Rebecca**

### Open day

The open day will be held at the project on Sunday the 12th of September.

### **3. Governance Policies and Strategy**

#### **Annual general meeting**

The AGM will be on Tuesday the 12th of October. Emma will work with Joanna in the office at the end of August in order to get notifications ready to be sent to our members.

**Action Emma**

#### **Trustee Recruitment (Trustee only discussion after guests had left the meeting)**

Two potential new trustees are being interviewed on the 17<sup>th</sup> August for a general trustee position. Both individuals interested in the treasurer role will be invited to interview if they are still interested in the position once they have had a chance to put questions to Brian.

### **4. Date of Next Meeting**

The next meeting of the trustee board will be on Tuesday the 14<sup>th</sup> September at 6.30pm. Emma will email the board to establish whether an online meeting or a face to face meeting is preferred.

**Action Emma.**