

Minutes of the Meeting of the Board of Trustees, MS Therapy Centre Lothian held on Monday, 26 October 2015 in the MS Therapy Centre, 40c Swanfield, Edinburgh.

Present – Carole Macartney (Chair), Paul Bartlett, Neil Lucas, Ben Moran, Sylvia Smith, Sheila West

1. **Apologies for Absence:** received from Cathal Cunningham, Charlotte McNeill, Yvonne Rafferty, Janice Thomson. Nancy Campbell was not in attendance.
2. **Register of Interests:** The Register had been updated to take account of changes to the Board of Trustees (addition of Sylvia Smith and resignation of Ian Smith). No further changes to be recorded.
3. **Strategic Objectives and Budget 2016:** The Trustees agreed that the majority of the time would be set aside at the meeting in January to review the 3 year Strategy, 2016 being the final year of this strategy. Discussion of the Strategic Objectives for 2016, and finalisation of the Budget for 2016 would also be key matters for consideration.

The Trustees also discussed the issue of voluntary contributions v charging. Whilst there was general consensus at a previous meeting that we intend to continue to operate with the voluntary contribution approach, we had not finalised how to charge for external referrals. Also it was noted that the overall charging/contribution structure should be reviewed. There was support that for intensive courses of treatment, a management set up fee should be considered. **Action: Heather Hartman to produce a draft working Budget for discussion based on 2015 finances; Nancy Campbell to produce discussion paper outlining progress against the Strategy/review of 2015 and suggested objectives for 2016. Action: Nancy Campbell to produce paper for consideration with a view to introducing revised charges in January.**

4. **Succession Planning:** The Board of Trustees noted that at the AGM in 2017 three members of the Board would need to step down, each having served the maximum number of terms of office and this would include the Chair. Following discussion, it was agreed that it would be appropriate to start the recruitment process now, and that the post of Trustee/future Chair should be advertised widely. **Action: Carole Macartney to draft advertisement and commence this process.**

5. **Minutes of previous meeting held on 28 July 2015:** The Minutes of the Meeting held on 28 July 2015 were approved. **Action: Carole Macartney to sign Minutes from 28 July 2015.**
Matters Arising from Minutes: The Matters Arising schedule was noted.

6. **Manager's Report (including therapy statistics and funding application data) :** In the absence of Nancy Campbell, Carole Macartney spoke to the paper. The following points were noted:
 - Customer Relationship Management Software – it is hoped this system will go live in January 2016.
 - Oxygen Schedule – is being revised to take account of the Christmas/New Year period and will be circulated to all service users.
 - Changes to National Minimum/Living Wage – Trustees to take cognisance of this when preparing the 2016 Budget.

7. **Finance Report:** In the absence of Cathal Cunningham, Carole Macartney spoke to the paper. The main points discussed were:

- income and expenditure were comparing favourably against the budget for 2015. However it was noted that this is a deficit budget.
- concern that the deficit is running at £10,000 per quarter;
- the sustainability of raising income.

Otherwise, the paper was noted.

Action: Trustees noted that a paper on contribution levels and a discussion on Budget Planning 2016 would be on the Agenda for the January meeting (para 3 above refers).

8. **Chair's Report:** Carole Macartney spoke to the report and the contents were noted.

9. **Workforce Report:** Carole Macartney spoke to the report. The Trustees agreed:

- to support in principle the ongoing employment of the additional General Assistant until 31 March 2016, pending the outcome of the Operation Manager's review of opening hours, and the funding applications.
- approved the employment of one of the volunteers for up to 35 hours to enable data to be uploaded to the new Data Management system.

Otherwise, the report was noted.

10. **Proposed dates of 2016 Board meetings:**

The following dates were agreed for Board meetings in 2016: 25 January; 25 April; 25 July; 24 October.

Trustees also agreed that the aim would be to hold the Annual General Meeting around the middle to end of April.

11. **Any Other Business**

Coffee morning and Christmas Fair – being held on Saturday, 14 November at 11am in the Centre. Raffle tickets and tickets for the event were on sale in the Centre. A plea was made for help on the day and for goods for the various stalls. **Action: all**

Volunteer & Staff night out – would be held on Monday, 18 January 2015. **Action: Sheila West**

Signed
Chair

Date 25/1/16