

Minutes of Meeting of the Board of Trustees /Management Committee, MS Therapy Centre Lothian on Monday 28th April 2014 in the MS Therapy Centre, 40c Swanfield, Edinburgh

Present:- Carole Macartney (Chair); Nancy Campbell; Sheila West; Yvonne Rafferty; Ian Smith; Paul Bartlett and Neil Lucas.

1. **Apologies for Absence.** Apologies for absence were received from Ben Moran, Janice Thomson and Cathal Cunningham.
2. **Register of Interests.** No changes require to be made.
3. **Future Staffing.** Nancy Campbell did not attend for this item to enable the Trustees to fully discuss the paper and its implications. The various issues regarding staffing were fully discussed and the Trustees unanimously agreed all the suggested solutions in the paper in order to support our strategic direction. The annual review of salaries (rise of 1% from 1.1.14) was agreed. The revisions to staffing structures will be reviewed at the next meeting. **ACTION: CM to ensure all change processes are implemented appropriately in conjunction with NC. CC to ensure salary adjustments are put in place.**
4. **Future Collaborative Projects (including Charity Shop and chuMS).** The Trustees thanked NC for the supplementary update sheet issued with some further information and background. NC suggested that a Working Party should be set up to take these matters further. This should include representatives from all parties involved. CM suggested NC be on the Working Party and SW also volunteered. It will also be necessary to engage people with relevant background experience to provide advice. It was also suggested that a review of the feasibility of the Charity Shop be carried out, to ensure that all risks are identified and managed. NC said that chuMS would probably not go ahead this year. **ACTION: NC to contact MS Society branch to suggest this approach and get the joint working group up and running.**
5. **AGM Arrangements and Trustee Nominations.** The Annual General Meeting will be held on 9th June 2014 at 6pm. Claire Bryan, Head of Operations for MS Society Scotland, will give a presentation. NC and Louise Liddell are working on the Annual Report. The Annual Accounts will require to be finalised and signed off by the independent examiner. A notice regarding arrangements will be put up at least three weeks before AGM, with invitations to members being issued after that. Some Trustees will require to be re-elected and nominated so CM to contact all Trustees individually regarding their own situation. **ACTION: NC and LL to complete the report. CC/CM to liaise with Charity Figures re the accounts. CM to check with Trustees re terms of office.**
6. **Minutes.** The Minutes of the Meeting held on 29.1.14 were unanimously agreed.

Matters Arising. The outstanding matters arising were considered. The provision of chiropody services requires further exploration and would need a Chiropodist or a Podiatrist to be engaged on a freelance basis. **ACTION: NC to ask Physios if they know of anyone.**

KICC Active Lothian feedback forms- still outstanding but some volunteer help has been secured. **ACTION: NC, JT and Joanna.**

With regard to Trustees contacts, a Contact List is to be set up on the database. **ACTION: All Trustees to send their own contact details to NC as well as the details for any useful contacts they have which might help in developing the Centre.**

7. **Management Report.** The Trustees discussed the Report in detail. A particular point of note is the need for new lighting in the Centre. NC reported that she had received one quote for this, however it did not include VAT or fitting so overall this was considered to be quite expensive. It was agreed that another quote should be obtained. It was accepted that this first quote had proved difficult to obtain but good practice would indicate that at least one comparison quote is sought. **ACTION: NC to seek options for a second lighting quote. NC to investigate if any grants are available for capital costs which positively affect our carbon footprint eg lighting and central heating.**

The Trustees then discussed the Therapy Statistics Report. It was noted that the Physiotherapy staff were having a meeting the following week regarding next stages in developing services. Also it was noted that the number of new clients has significantly increased which is good news. Some concern was raised regarding the possible implications of the O2T maintenance report. It was unclear of the significance of this in terms of safety. **ACTION: Chris Liddell to investigate this further and report as soon as possible.** Chris was thanked for pulling together the statistics and NC was also thanked for the report and efforts of the staff team.

8. **Finance Report.** The Trustees noted that the accounts for the first quarter and accompanying commentary were as at the date of the meeting unavailable. This was in part due to the unexpected delay in CC's return to Edinburgh and inability to attend the meeting. The financial position as at end February was discussed, with no particular concerns at this stage. The Trustees were keen to see how the donation levels were given the budget for the year and planned expenditure. **ACTION: CC to prepare commentary and quarterly accounts including a breakdown of donations and issue to Trustees as soon as possible.**
9. **Chair's Report.** CM reported back to the Trustees after the meeting with HMRC relating to the audit of Gift Aid. This matter is still ongoing and further information has been requested.

It was agreed that we would not take part in the Rotary Dragon Boat Race this year, given the other commitments in our anniversary year.

All "Decisions to be Ratified" were unanimously agreed. These reflected decisions which have been delegated to office-bearers to ensure progress can be made between meetings. The process for this was briefly reviewed and it was agreed that this should continue.

PB thanked CM on behalf of all the Trustees for all her hard work.

Trustees were asked to note the date of the Anniversary Dinner to be held in the Minto Hotel on 19th September 2014.

10. **Workforce Report.** CM spoke regarding the paper. The numbers of volunteers and changes in the workforce were noted, with thanks to some long serving volunteers who had left recently. As item 3 outlined many key workforce matters, this was a brief paper.
11. **Centre Service Users Group Update.** In recent months, the level of engagement of this Group had diminished as has the numbers attending however there is still a core of members who are committed to it. As part of the discussion. it was suggested that the costs involved in running the Centre be highlighted on the website together with an events calendar for the year. **ACTION: NC to address the website suggestions and also to consider with SW ways in which the Group could be re-invigorated, possibly inviting some new members to get involved.**
12. **MSNTC Update.** IS spoke regarding the paper and outlined the key challenges facing MSNTC in terms of the Oxygen Advice Service. He also provided feedback on the recent AGM of MSNTC. It is clear from the paper and discussion that our previously agreed position with regard to the provision of medical advice should not change in any way. IS will continue to keep us posted on any developments in this regard. CM thanked IS for his contributions to MSNTC and for representing the Centre.
13. **AOB & date of next meeting.** CM thanked Louise for her coordination of the film premiere of "When I Walk" earlier that day. The event was well organised- it would have been nice to have had more people there but those who were there, spoke highly of the film and its impact.

The next Trustees meeting will be held on 28 July 2014 at the MS Therapy Centre starting at 6pm. There being no further business, the meeting closed at 9pm.

Signed
Chair

Date

DRAFT