

Minutes of Meeting of the Board of Trustees /Management Committee, MS Therapy Centre Lothian on Monday 25th January 2016 in the MS Therapy Centre, 40c Swanfield, Edinburgh

Present: - Carole Macartney (Chair); Sheila West; Yvonne Rafferty; Neil Lucas, Charlotte McNeill, Paul Bartlett, Sylvia Smith. Cathal Cunningham attended the meeting via Skype.

In attendance: - Nancy Campbell

1. **Apologies for Absence.** Apologies for absence were received from Janice Thomson. Ben Moran also passed apologies due to ill-health.
2. **Register of Interests.** No changes to be intimated.
3. **Review of 2015.** The Trustees discussed and it was decided:-

ACTION: CC to follow-up on Statutory Accounts in conjunction with Heather Hartman

ACTION: NC to continue preparation of Annual Report 2015. To be finalised by February/March.

ACTION: Date of AGM to be 4th April 2016. Communications to trustees will be carried out via email.

ACTION: Date of next Board Meeting – 25th April 2016.

Strategic Objectives 2016. The Trustees discussed the review paper. This had also been discussed with the Centre staff who had all contributed ideas and suggestions. It was decided:-

ACTION: NC to assess the financial; viability of card payment system and comparisons before making a decision on card reader company. Also NC to discuss with HH re recording of card payments as well as ensuring accuracy in standing order payments.

ACTION: The Centre should focus on the financial viability objective.

ACTION: The Centre should aim for 80% of predicted contributions where voluntary contributions are involved and aim for 90% of predicted contributions where a charge is involved.

ACTION: NC to work towards applying to Lottery and Esme Fairbairn Trust for Development Grant for next three years.

ACTION: NC to dedicate time to train staff to free up her time to develop networks and develop/ review strategic actions and plans moving forward. This may involve training others to challenge some aspects of client behaviour.

ACTION: NC to explore options in developing a new Customer Relationship Management System (CRM System) with a new company. Charlotte to check with SCVO IT team re possible providers.

ACTION: Increase contributions for main therapies (HBO & Physio) from £12.50 to £13.00.
Leave cost of Group Physio Classes at £24 for six classes.
Leave cost of yoga/pilates classes at £36 for six classes.
Increase cost of Acupuncture from £15 to £20 per session.
Increase cost of Waterfall from £16.80 to £17.50
Increase cost of direct referrals from Cancer Services (Radionecrosis patients) from £500 for 40 sessions and £65 for the mask to a new rate of: £800 (£520 for 40 sessions, £65 for mask and £215 management fee)
All changes effective from 1 March 2016.

ACTION: CC to amend/adjust draft Budget and liaise with HH.

4. **Future Strategy Development 2017-2020.** The Trustees discussed the paper and it was decided:-

ACTION: Sub-Group of **PB, SS, CC and NC** set up to discuss and prepare draft of future strategy for the three years from 2017 to 2020. Sub-group to bring in CM and CC as required. Paper to be presented to Board at meeting on 25 July 2016.

5. **Minutes of last meeting.** The Minutes of the last Board meeting held in October 2015 were approved.
ACTION: CM to sign.

6. **AOB & date of next meeting.**

The AGM will be held on 4.4.16.

The next Board Meeting will be held on 25.4.16.

It was agreed that the papers regarding standing items from January will be incorporated in to the papers for the April meeting.

NC advised the Trustees that current insurance policy did not cover Tenants' improvements therefore the decoration and installation of the new bathroom was not covered. The current policy is due for renewal in March. **ACTION:** NC to contact Keegan & Pennykid to review our insurance.

NC reminded us that our lease was up for renewal. Currently we pay £14,400 per annum.

ACTION: NC to set up meeting with a view to negotiating best deal possible with landlords. CM to attend meeting.

There being no further business, the meeting closed at 8.30pm.

Signed

Chair

Carole Maroney

Date

25/4/16