

Oakleaf Enterprise

Minutes of Board meeting held on 24th July 2017 at 101 Walnut Tree Close, Guildford

Present: David Seall (DS) – Acting Chair
James Kindell (JK)
Richard Williams (RW)
Alex Gerbasi (AG)
Matt Furniss (MF)
Aileen Feeney (AF)

Apologies: Nick Powell (NP)
Paul Charlesworth (PC)
Laurence Church (LC)
Adrian Abbott (AA)

In Attendance: Clive Stone (CS)

Clients: Stephen Mattingly, Ray Sawyer, Peter Breslin, TJ, Mandy Ward, Holly Jackson,
Tony Murphy, Sherrie Emmings

		Action
1	<p>Welcome & Apologies DS welcomed Board members and particularly the clients who attended to observe the Board meeting. Apologies were received from NP, PC, LC and AA</p>	
2	<p>Elect Aileen Feeney as Trustee It was resolved that Aileen Feeney be appointed as a Trustee with immediate effect</p>	
3	<p>Approval & Sign-off of minutes from previous meeting – 22 May 2017 Minutes of the meeting were approved. Clive has agreed that he will add copy of the minutes will be made available on the website to provide greater transparency. Any confidential items will however be removed before publishing.</p>	CS
4	<p>Actions Arising from Previous meeting - CS CS spoke through his update with the following additional detail: 1. Book Festival – Clive has not been successful making contact, so MF will try. 2. Chris Mahon from Surry Uni coming in to see CS this week. No update from Paul. 3. Amanda has had meeting, although no update available. 4. Action carried forward All other actions complete Trustee bios for website to be provided</p>	MF CS AG & DS
5	<p>Finance & Budget 2017/18 - RW Budget has been approved for the year. It is planned to review/update at mid-year. Actual surplus YTD = £3000 (compared with forecast £1000 deficit)</p>	

	<p>This favourable position primarily due to £5000 one-off donation from a private donor. Thanks have already been given from Oakleaf, however the Trustees were keen to add their thanks to Emily.</p> <p>Hort has been performing well this month. Debt from Surrey CC still being challenged. Cash is looking good – YTD £38k (compared with £31k forecast)</p>	
6	<p>Lottery Underspend – CS</p> <p>Lottery money is gradually being spent, but still not fast enough. The end of year report is due to be written in October, so an update is required and this needs to be focus item for September meeting.</p>	CS
7	<p>Approval of year end accounts - RW</p> <p>The draft statutory accounts for the year ended 31 March 2017, which had been circulated immediately prior to the meeting, were considered. It was agreed that the Finance Sub-Committee, comprising at least Richard Williams, Nick Powell and Paul Charlesworth, be appointed to finalise and approve the accounts on behalf of the Board. All Trustees to review and provide comments to Richard by 10th August.</p>	Fin Sub-Comm Trustees
8	<p>CEO report</p> <p>CS presented his update and added the following details:</p> <ul style="list-style-type: none"> - The suicide project is likely to focus primarily on men - The Guildford First event on 11th Oct will have a variety of speakers and will probably follow on from youth event earlier in the day. Funding will be largely from IoD, and IoD members will be invited to attend. - Client focus – 22 clients have signed up to the closed FB group with one FR event held so far, afternoon tea. - BBQ went well and resulted in potential further events for the guitar group. - Farnham Maltings – DS to set up a meeting with CS 	DS/CS
9	<p>KPIs</p> <p>KPIs were reviewed – no real patterns are evident at the moment. Confirms that 2015/16 was very busy and there is substantial increase in 2017.</p>	
10	<p>Client Open Forum – Questions</p> <ol style="list-style-type: none"> 1. Thanks were expressed to the Board for doing their role as volunteers. 2. Details of the IoD were requested and provided. 3. Clients asked what benefits they can bring to future board meetings? Response from the Board: <ol style="list-style-type: none"> a. We will put minutes on the web so you can see and ask questions b. Join the client focus group c. Where possible, submit questions in advance so that Board can give more detailed answers 4. Can we set up a volunteer focus group? Response: Clive will consider and maybe combine the client/volunteer groups 5. James explained the role of the Trustee Board to the Clients in attendance 6. How can clients formally show their appreciation to the staff that work here? 7. Ex Volunteer (Philip Peacock) wants to come back. Clive advised that if he does, he (or his mother) just needs to ask. 8. What is the average term of a client at Oakleaf – Clive will try and find out and let everyone know. Clive advised that there is no time limit set. 9. How long since a client in attendance committed suicide. Clive didn't think we have had anyone in attendance. 	CS Clients Clients CS CS

	10. Football logistic - Kelvin trying to organise people to play every week. Poss joining with another Enabling Independence group. Who should Kelvin speak to? Clive recommended asking Client Services for latest status.	
11	Property – No update	
12	Recruitment – Chairperson Process has been agreed and needs to progress when Paul back from vacation.	PC
13	GDPR JS provided brief update on GDPR which becomes law on 25/5/18. One of the significant differences is the right to be forgotten. An initial assessment will need to be carried out to audit current status and identify any remedial actions required. Several events are being held in the coming months (e.g. IoD & Barlow Robbins) which someone representing us should attend. This needs to be a focus for 2017 activity. James will forward email to Clive that provides details on initial activities required.	CS JK
14	Pet Products Clients were told that this is a new opportunity to generate income/add new activities. Lot of skills required sit with upholstery. First prototype produced and outcome was good. Took all day to make prototype, however process will speed up to enable a collar and lead to be produced in about an hour. (Beds etc. in future) Testing to start on Farmers Market stall in August. Oakleaf logo should be incorporated.	
15	Any Other Business <ol style="list-style-type: none"> 1. Alex to give update from event she attended on Board effectiveness. 2. A request will be made for the auditors, Moore Stephens, to brief the Board in November on SORP 3. Can staff hold medication for clients? (e.g. epipen) Clive will investigate and report back 4. Volunteers Award ceremony on 11th Sept – Matt will attend (subject to diary) 5. Patrons – PC and AF have started looking at best practice for attracting new patrons. DS suggested that Damon Hill may be a good candidate. 	AG JK CS MF
16	Next Meeting: 25th September 2017	