

Oakleaf Enterprise

Minutes of Board meeting held on 21st May 2018 at 6.00 pm at 101 Walnut Tree Close, Guildford

Present: David Seall (DS)	Apologies: Nick Powell (NP) – Chair
Lorraine Andrews (LA)	Richard Williams (RW)
Aileen Feeney (AF)	Paul Charlesworth (PC)
Laurence Church (LC)	James Kindell (JK)
	Matt Furniss (MF)
	Alex Gerbasi (AG)
	In Attendance: Clive Stone (CAS)
	Minutes: Jane Hainsworth-Birt

		Action
1	Welcome and Apologies The Chairman welcomed the attendees to the meeting. Apologies were noted.	
2	Minutes from previous meeting – 26 March 2018 The minutes of the meeting of the Trustees held on 26 th March 2018 were considered and approved. The minutes were authorised for signature	
3	Actions Arising from Previous meeting The actions from the previous meeting were reviewed and discussed. <ol style="list-style-type: none"> 1. Social Return on investment – Ongoing a further update will be given at the July meeting. 2. Volunteer Focus Group – Ongoing, by July 3. Mental Health Days – Awaiting response from Seamus Nevin, CAS to chase 4. James to continue working on the expansion of risk for next year's accounts 7. Adrian, Paul & Lorraine will continue to be involved in the Lottery application and to update accordingly 9. Trustees to update their actions on share point before Board Meetings 10. H&S Policy Review to be completed by July, currently outstanding All other actions were complete	<p>PC & CAS</p> <p>CAS</p> <p>CAS</p> <p>JK</p> <p>PC & LA</p> <p>ALL</p> <p>CAS</p>

	<p>Conflicts of interest No new conflicts of interest were raised.</p>	ALL
5	<p>Property CAS to check liability of accidents due to poor Landlord maintenance of premises. No to paying a higher rent to gains repairs Rent rise possible What is plan B/Alternatives?</p>	CAS
6	<p>Policy Review Done</p>	
7	<p>GDPR – update Almost complete, updated policy in progress.</p>	CAS
8	<p>Lottery Awaiting Stage 1 outcome, response due Friday. Either progress to Level 2 or rethink project. Oakleaf internal discussions in progress</p>	CAS
9	<p>Treasurer’s Report - Finance How can we increase revenue? Costs are up and donations/funding are down. Horticultural invoicing is down due to weather and a lack of clients to provide the service. How do we attract more clients and volunteers to support our Horticultural team increase revenue? CAS to contact Squires and Secretts re a partnership to provide NVQ RHS levels 1 & 2 for clients. If this proved not to be possible then Oakleaf would look to seek alternative funding and have the project in place by December 2018.</p>	CAS
10	<p>CEO’s Report The CEO’s Report was discussed. Clive updated on HRH vists and GDPR progress.</p>	CAS
11	<p>AOB</p> <ul style="list-style-type: none"> • <u>Dates for meetings in 2018 confirmed:</u> 23rd July at 5pm (public) 24th September at 6pm 26th November at 5pm (AGM, public) • New Chair will be needed • Commend the Football Team for their great efforts. Article to go out on Social Media and the local press 	ALL