

Management Committee Meeting Minutes 4th Sept 2007 7.00 – 9.00pm

Present:	Mark Hubbard	Chair
	John Huskins	Vice Chair
	Ben Kushner	Treasurer
	Noelle Rumball	Management Committee Member
	Lee Shaw	Management Committee Member
	Marina O'Brien	Guest
	Maria Cassidy	Bristol City Council Link Officer
	Jo Stallard	Manager
	Lisa Tozer	Administrator (in attendance; minutes)
	Susan Moores	Guest

1) Introductions and Apologies

- a) Marina O'Brien was introduced to the MC as a potential new MC member. She works in the mother and baby unit in Knowle and has done work as a community art worker.
- b) Patsy Burrows sent her apologies

2) ACI Project Report

- a) Project Manager, Susan Moores, gave an end of project report to the MC summarising the project's successes, learning points and recommendations. ACI was due to finish at the end of July but has now been extended until the end of October due to additional funding for summer projects and under-spend on other funds which Funders have agreed to extend.
- b) ACI has recently received the news that the funding bid through the National Lottery to continue the project has been turned down which means potentially the project could come to an end unless we secure other funding.
- c) Susan has been heading the project just one day a week for the last few months however she used to be the Manager at Bread so has some historical knowledge of the project. She has been producing a report to summarise the project for Funders but also to be used as a guide internally. Susan has contracted another person to do the report for ADISA, which was a sub project of ACI however this person has struggled to contact ex-partners of the project.
- d) 19 Targets were set for the project and of those 13 were met, 3 partly met and 3 not met. However, some of the targets more than reached the criteria needed to be fulfilled. It is estimated that ACI had contact with 223 young people and of those there were 30 core young people. It was suggested that Bread would need to look at the way we record or show these outcomes as lack of information recorded throughout the project made it difficult to report on. Project Manager's need more support with the reporting and administration side of the role.
- e) A very rough guide to the cost efficiency of the project was estimated that working with 30 young people in a meaningful way has cost £6,300 per person. A rough guide to cost efficiency of a residential was given at 8 residentials with an average of 12 young people is

£980 per person. It was recommended that discussion is still needed on quality over quantity youth work. Also how cost efficiency by outcome and measures of success could be recorded.

- f) Susan explained that ACI is not intervention work. The young people that join the project are already at a certain level with their own personal development. It was discussed whether Bread should be doing work with those that are disaffected by doing outreach work. The project may be too intimidating for some to join and could there be a middle ground for reaching some of those young people. This may need further consideration if the project does continue.
- g) There have been some really good events over the summer with lots of great activities. One of these has been the multi-media project and there are plans to possibly produce this and give this to either local authority or sell nationally.
- h) The following recommendations were fed back from the current ACI team:
 - Minimum 3 year funding agreement
 - A variety of ways to record outcomes
 - A formal model to follow for the peer education
 - A range of multicultural work rather than just Afrikan centred youth work
 - Consideration needs to be given to relationship with BOME team

Action 1	Official thanks to be given from Bread to its partners to close off the project.
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- i) Susan will email a copy of the report to everybody and would appreciate comments and feedback. She will finish the report by the 17th September to send to the funders w/c 20th September.

Action 2	Comments to Susan about the ACI report to be sent to Susan by the 17 th September.
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- j) John has had a meeting with Les and Tina Bond to talk about possible funding options. John is going to produce a letter and seek other funding options. He believes the reason we have been turned down for Big Lottery is due to the cut in their budget for community projects from £100m to £9m. We have already been successful with Big Lottery funding of the Juicy Blitz project so this explains why ACI has been unsuccessful.

3) Minutes from 11th June 2007

- a) The minutes were approved.

4) Matters Arising

- a) The following actions from the 11 June 2007 meeting were carried forward:

Action 3	Jo to co-ordinate MC involvement in strategic planning – by 15 September
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- b) The performance improvement activities (PERform) have been completed and an action plan will be created and merged with the Business Plan.

Action 4	Action plan to be finalised – by the next MC meeting.
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Action 5	Jo to give update on the website by email – by 15 September
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- c) July's Management Committee meeting has been cancelled. Deadline for the next meeting's papers is the 22nd August.

5) Management Accounts

- a) The ACI bid and one of the SHPEP bids have been unsuccessful and so income is below what was originally forecasted in the budget. Potentially that means two out of three of the projects are due to finish by the end of December. Ben explained that without the projects Bread would not be able to function, as it is the money from the projects, which also keeps the core running. Ben has managed to bring down core costs but we still need the projects to survive. We could be looking at insolvency by November, as a worst case scenario. Funding has to be a priority or the budget will need a substantial revision.
- b) The MC noted the seriousness of the situation and it was agreed that all possible resources be devoted to fundraising activities.

6) Fundraising Update

- a) Bread has applied to v for volunteering for funding for developing volunteer placement opportunities for young people. It is hoped that this will break down the barriers between the projects. We are waiting to hear back about this by 17th September.
- b) The 4Parks project and SHPEP applications' progress to the next stages will known by mid-October.
- c) John Huskins has submitted another bid to the Tudor Trust for SHPEP.
- d) After some confusion about the funding agreement from BCC, Maria Cassidy has now confirmed that the BCC funding agreement is for 3 years with this year being the first year. Mark thanked Maria and Les for their work to secure this long-term partnership with Bread.
- e) Jo asked for some support with fundraising. Project Managers also need to be involved in the process especially with selling the projects to prospective Funders. Marina suggested that we could look at volunteers who may be willing to help with funding bids. There is a possibility of setting up a fundraising sub-committee and that John has volunteered to head up.

Action 6 John and Marina to keep in contact to discuss possible routes of funding.

7) Reports and Accountability

This agenda item was deferred for discussion at the next MC meeting.

8) MC Roles and Skills Audit

- a) This agenda item was deferred for discussion at the next MC meeting.
- b) In preparation for that discussion, John requested that all Members complete the MC roles and audit forms, which he will collate. This can then be used to identify the skills gap in the MC and recruitment can be actioned accordingly.

Action 7 Everybody to send their feedback about the MC roles and skills audit papers to John who will collate – by end of October.

9) AOB

- a) None.

**Next Management Committee meeting will be
at Kuumba 7 - 9pm on Wednesday 28th November**

These minutes agreed as an accurate representation of the meeting

by: _____

Dated: _____