



# Management Committee Meeting Minutes

11<sup>th</sup> June 2007 7.00 – 9.00pm

<b>Present:</b>	Mark Hubbard	Chair
	John Huskins	Vice Chair
	Ben Kushner	Treasurer
	Noelle Rumball	Management Committee Member
	Lee Shaw	Guest
	Maria Cassidy	Bristol City Council Link Officer
	Jo Stallard	Manager
	Lisa Tozer	Administrator (in attendance; minutes)

## 1) Introductions

- a) Lee Shaw joined the meeting as a prospective Management Committee Member. He currently works for Lloyds TSB where he is a HR Development Manager for the Wales and SW Region.
- b) Maria Cassidy was welcomed as the Bristol City Council Link Officer for Bread.
- c) We may also have another possible new MC member, Sabrina Lee, who unfortunately could not make it to the meeting but hopes to make it along to the next meeting. She works for VOSCUR as a funding advisor.
- d) It is noted that potentially two gaps in the MC could be filled, funding and HR, but that we still need better representation of ethnic minorities. According to the current Constitution, there can be a maximum of 10 trustees on the MC.

## 2) Apologies

- a) Patsy Burrows
- b) Aidan has now officially resigned as a trustee of Bread Youth Project. A letter has been received from Aidan with thanks to everyone at Bread and it was agreed that a card and collection would be put together and given on another occasion.
- c) Mark apologised on behalf of himself and staff for the poor quality of the circulated MC papers. These errors will not happen again. **Please note the Tues 21 August 2007 deadline for receipt of all papers to the next MC meeting (Tues 4 Sept)**

<b>Action 1</b>	A card to be signed and present bought for Aidan – LT and JS to Action – by end of June
-----------------	---

## 3) Minutes from 20<sup>th</sup> March 2007

- a) Some changes were agreed and then the minutes of the 20<sup>th</sup> March 2007 Management Committee meeting were approved.

#### **4) Matters Arising**

- a) Maria Cassidy explains that our 3-year funding agreement from BCC is actually only a 1-year agreement as there was a mistake on the letter we received. A review will be taking place within BCC and Bread is expecting to be consulted as part of this.
- b) Mark expressed his concern at the poor information from BCC and outlined the ongoing, recurrent impact of such short-term investment.

#### **5) End of Year Management Accounts- Year to 31<sup>st</sup> March 2007**

- a) Ben gave an overview of the Management Accounts for 2006/07. There were ACI and SHPEP under-spends as expected. These were carried over to 2007/08, to be spent in the first part of the new financial year.
- b) Lawrence Weston project is overspent on budget, due to the need to keep hold of the premises to use for the new LW Project. Some shifting of money from other budgets, including the core, has kept this fund viable.
- c) The core funds ended the year in surplus due to maintaining tight control over overheads, and generating more revenue from bank interest (higher interest rates and more funds in the bank account). This puts BREAD in a strong position for the new financial year.
- d) The results discussed are subject to external audit, which is now in process.

#### **6) Budget 2007/08**

- a) This year's budget follows a different approach to previous years; rather than just basing the budget on what money we know is coming in, bids that are expected or aspired to, have been included as well. This is sound practice and provides a good target to aim at. Close attention must subsequently be paid to the success or failure of funding bids, alternative sources of income sought, or resources adjusted accordingly.
- b) The budget reveals a small deficit to the core, circa £2,000. This is relatively small (in previous years the budget deficit was much larger) and can hopefully be managed to break-even. There is a large dependency within this figure on BREAD being successful in the major project funding bids, to enable core recharges to be undertaken to the projects concerned. Should the bids not be successful, then the deficit would potentially become larger, and expenditure will then have to be managed accordingly to bridge the gap arising.
- c) The Management Committee thanked Ben and staff for financial work. It also acknowledged and approved the core budget deficit and its regular monitoring.

#### **7) Management Accounts to 31<sup>st</sup> May 2007**

- a) Rate of spending for ACI and SHPEP has increased in the new financial year as planned, utilising the brought forward underspent funds from last year.
- b) Bread aims to introduce monthly phased budgets by November this year. This will probably be dependant upon the Finance Officer being made full time from August, to enable him to achieve this additional workload. This change is dependent upon the success of the current project bids in progress.
- c) New MC members will have a full discussion with Ben on the management accounts as part of their induction training.

## 8) Juicy Blitz Update

- a) Jo has met with young people in Lawrence Weston to discuss the project and is involving them from the start. The young people are very excited at the prospect of having the project up and running again.
- b) A meeting has taken place with the Lawrence Weston steering committee, which is made up of a wide range of professionals and representatives of the community. The next meeting takes place on the 28<sup>th</sup> June, day after the project manager interviews take place.
- c) The recruitment process has started for the Project Manager role. The advert was placed, 32 packs were sent out and 9 received back. Out of the 9 applicants, 3 have been short listed for interviewing. We were expecting more applicants but the lower number may be due to the time of year. Recruitment costs were also higher than expected, as the costs had risen since the budget was first finalised.
- d) The recruitment process for the Project Manager is comprehensive, includes local LW young people and will hopefully allow the selection of a great candidate. All candidates will do a session with young people in the morning. Young people will feedback directly to the interview panel, which will take their feedback into consideration in the final selection decision. Candidates will then do a short presentation to the panel, followed by a standard interview.
- e) The recruitment process will begin soon for the 2 support workers. The successful Project Manager candidate will be involved in short listing and interviewing their team members.

## 9) Update from Youth and Play Services

- a) Maria Cassidy explained that the teams within YPS have now changed following an Ofsted inspection earlier this year. The teams are now placed geographically. They are currently recruiting for a senior role in the Ashley/ Southmead area.
- b) YPS are currently writing a training service plan and are also doing some work on Project Manager training and they will keep Bread up to date on the progress of this work.
- c) There are two big events coming up that Bread may be interested in and particularly for SHPEP to get involved in:
  - J Day on the 31<sup>st</sup> July. A big youth celebration day on College Green.
  - Alcohol Awareness Week
- d) Bread and YPS need to finalise the service level agreement – Maria will email some of her ideas to Jo.
- e) Bread will participate with BCC/YPS on their work with the voluntary sector.

## 10) Accountability

- a) Jo explained that we have been reviewing the way that we record Youth work and the way in which it is reported to the MC and other accountabilities. The young people now complete a self-assessment form and build up a portfolio/ record of achievement. Youth workers now have new session sheets, which SHPEP are beginning to use. One of the changes is to record awards/ positive outcomes and there is now some budget analysis. This will be regularly fed back to the MC at the MC meetings. Also, we have looked at the way YPS record accountability and used this as a guide, which makes it easier to report back them.

<b>Action 2</b> Everybody to send their comments on the new PM reports to Jo – by 15 July
---

**Action 3** Noelle to work with Jo on the monthly project manager's reports to summarise into a quarterly report – during June and July

- b) Currently looking into putting case studies of the young people on the website. Jo is collating quotes from various sources to be published there as well.
- c) ACI will be commissioning a final report on the project, which will be done by an external professional. This report will be presented to the next MC meeting for approval.

**Action 4** Jo/Susan to present Draft ACI report to next MC meeting for discussion and approval – 25 Sept 2007

**11) Fundraising**

- a) Camelot has rejected our SHPEP application for sexual health work with young people of African descent. They will be calling soon to give feedback, which Jo will communicate.
- b) We are now awaiting a decision on the ACI bid from the Big Lottery. A telephone interview has already taken place and Jo felt it went very well.
- c) We may be getting placements from the metropolitan police and a meeting has taken place with a Bristol City Council placement officer who will be placing students with us that will come with funding.
- d) It is hoped that Sabrina (prospective MC member) will support fundraising activities.

**12) Strategy Update**

- a) Bread's strategic planning processes are ongoing and Jo is about to enlist an external adviser to help with finalising the 3-year Business Plan.

**Action 5** Jo to co-ordinate MC involvement in strategic planning – by 15 July

- b) The performance improvement activities (PERform) have been completed and an action plan will be created and merged with the Business Plan.

**Action 6** Action plan to be finalised – by the next MC meeting.

**13) AOB**

**Action 7** Jo to give update on the website by email – by 15 July

- a) July's Management Committee meeting has been cancelled. Deadline for the next meeting's papers is the 22<sup>nd</sup> August.

**Next Management Committee meeting will be  
at Kuumba 7 - 9pm on Tuesday 4<sup>th</sup> September**

**Please note the Tues 21 August 2007 deadline for receipt of all papers to the next meeting**

---

These minutes agreed as an accurate representation of the meeting

by: \_\_\_\_\_

Dated: \_\_\_\_\_