

Management Committee Meeting Minutes 24th January 2007 7.00 – 9.00pm

Present:	Mark Hubbard	Chair
	Ben Kushner	Treasurer
	John Huskins	Vice Chair
	Aidan D'Arcy	Management Committee Member
	Jo Stallard	Manager
	Lisa Tozer	Administrator (in attendance; minutes)
	Craig Allen	SHPEP Peer Educator
	Hannah Adams	SHPEP Peer Educator

1) Apologies & Introductions

- a) Apologies: Patsy Burrows
- b) Craig and Hannah were welcomed to the meeting as representatives of the young people involved in Bread. The purpose of their attendance was for them to form opinions as to the appropriateness of MC meetings as part of young people's involvement in decision-making.

Action 1 Jo to seek feedback from Craig and Hannah and to report back to MC – by 15 Feb.

2) Minutes from 28th November 2006

- a) Some changes were agreed and then the minutes of the 28th November 2006 Management Committee meeting were approved.

3) Matters Arising

- a) John suggested changing the meeting in May from the 24th to the 16th and MC agreed.
- b) Total Risk Management document is nearly completed.

Action 2 Jo to bring TRM document to next MC meeting for approval

- c) Jo has spoken to the landlord of the Lawrence Weston site and explained our situation. They have agreed to delay our payments for January, February and March until we find out if our funding has been secured. If the bid is not successful we will terminate the lease.

Action 3 Staff to arrange a thank you card for John Pendlington - by end of Jan

4) Management Accounts

- a) Ben explained the new summary on the management accounts. We now have three quarters of our income in for this financial year. £8k is due in from the Big Lottery for the core, which may need chasing.

The bank balance is higher than expected due to better interest rates and the income from Lawrence Weston.

Some SHPEP funds (Tudor Trust) are under-spent. There is a possibility that the terms of the grant mean that these funds could be assigned to core services budgets.

Action 4 Ben and Brendan to look at these funds and take necessary actions - by end of Feb

- a) It was agreed that money might be saved in some areas such as on our annual report by just printing what we need and saving costs where we can.
- b) As we are behind on some project spending there is a greater carried forward number for this financial year than expected. These under-spends are partly due to not being fully staffed throughout the year.
- c) There is now an accurate forecast budget, which allows detailed scrutiny of project finances (income and expenditure) and comparisons with project action plans. Project managers are working closely with Jo and Brendan to complement the forecasts with detailed phased budgets.
- d) We have some good news about our core budget. Last year the MC decided to use the financial reserves to increase resources (e.g. full-time manager and increased admin hours). At that time, the MC approved a deficit forecast budget for 2006/7. The current forecast shows that income has increased, some expenditure has decreased (as compared to original budget) and that we will end the year with a surplus. The MC thanked staff and Ben for their management of the finances.

Action 5 To continue discussion on budgets and planning when YPS decision comes through – due before mid Feb

5) Fundraising

Action 6 The dates that funds are due in don't match up with the Management Accounts – Jo to update

- a) Jo, Mark and John met with Les Compton (15 Jan 2006) to discuss the current bid to YPS for investment. Les mentioned the excellent work Bread is continuing to do, the progress made in the year and there was some discussion about outcomes. The bid includes £83k/pa for 3 years and will enable more time to be spent on additional projects instead of trying to secure funding every year. It is noted in addition that the (draft) strategic plan includes income generation activities so that core services can be funded from YPS investment, project management and trading income.
- b) Funding applications for Bedminster's 4 Parks Project are on hold pending YPS decision.

6) Vulnerable Adults Policy

- a) Jo has made relevant changes to the VAP to make it more relevant to Bread, which includes two forms. A small amendment was made and the policy agreed and accepted.

Action 7 Jo to add Bread copyright to the bottom of the policy and Staff to incorporate the policy into Staff/Volunteer Induction procedures – by end of Feb.

Action 8 Jo to make amendment to line on pg.4 – by end of Feb.

6) Updating Policies

- a) Most of the policies now need updating and are becoming urgent. There was discussion on how this could be done.

Action 9 John Huskins to look through policies with Jo and prioritise which need to be reviewed first.

Action 10 Jo/Staff to collate policies ready for John's visit to the office.

- b) It was agreed that some policies can be delegated to staff and can be a development opportunity. These decisions to be made after John's initial review.

7) **Strategic Planning Update**

Action 11 Jo and Mark to complete strategic planning document and circulate it before next Strategy meeting (12th Feb, 6-8pm).

8) **Recruiting new MC members**

- a) There was a discussion about how to recruit new MC members to fill the following gaps:
- Young people: Jo has taken some actions to ensure that young people are involved in Bread's decision-making.
 - Human resources skills: see actions below.
 - Fundraising skills: see actions below.
 - BME mix: this needs further discussion.

Action 12 Staff to revise advert for MC members; Mark to input; new advert on VolunteeringBristol and VolunteeringEngland etc – by 15 Feb
Mark to contact universities with HR courses – by 15 Feb
Aidan and Ben to distribute advert through various networks – by end of Feb

9) **AOB**

- a) There was no celebration of Bread for the young people last year. This needs to be carried forward to the next meeting.

Action 13 Discussion on Young People's celebration to take place at the next MC meeting

- b) Links between Project Manager's and MC needs more discussion but was agreed that these will be the links:

John = SHPEP
Aidan = ACI
Mark – Lawrence Weston

**Next Management Committee meeting will be
at Kuumba 7 - 9pm on Tuesday 20th March 2007**

These minutes agreed as an accurate representation of the meeting

by: _____

Dated: _____