



BREAD Youth Project - Management Committee Meeting Minutes

28th November 2007
7.00 – 9.00pm

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

1) Introductions and Apologies

- a) Lee Shaw sent his apologies.
- b) Patsy Burrows sent her apologies, expressed keenness to continue as a trustee and promised to be more involved next year.

2) Minutes from the last MC meeting (4th September 2007)

- a) After some minor amendments were noted, the MC minutes were approved.

3) Minutes from the SGM meeting (4th September 2007)

- a) The SGM minutes were deemed an accurate record of the AGM, although it was noted that the formal approval of SGM minutes must happen at the next AGM.

ACTION 1: SGM minutes go to AGM for approval – next AGM

ACTION 2: Staff to ensure that Constitution is filed appropriately – by next AGM

4) Matters Arising

- a) The final ACI report was signed and can now be sent off to the Big Lottery with a thank you letter.

ACTION 3: Jo Stallard to send ACI report to Big Lottery – by mid Dec.

5) Management Accounts

- a) Ben Kushner presented the management accounts to the end of October 2007.
- b) It was noted that SHPEP's current underspend (£9,463) and ACI's underspend (£2,340) need attention.

ACTION 4: Staff to ensure that project funds are spent – by end of year/term of project.

- c) It was noted that the revised forecast for 2007/8 indicates a year-end surplus of £25,058, which is in accordance with BREAD's Reserves Policy.
- d) The management accounts were approved.

6) Proposed 2008/9 Budget

- a) Ben Kushner presented the proposed 2008/9 Budget.
- b) The successful 'V for Volunteering' application has made a substantial difference to BREAD's finances. The immediate future is improved, as compared to the position illustrated at the previous MC meeting.
- c) The proposed budget shows that the projected year-end position is similar to that of 2005/6 when the MC decided to make the Manager position full-time.
- d) The proposed budget notes that BREAD can operate with the currently known level of income for the year 2008/9. It also notes a fundraising target of £65,642 in project funds will enable BREAD to grow sustainably.
- e) The MC thanked Ben for his excellent work and approved the 2008/9 Budget.
- f) It was noted that, given that ACI and SHPEP are in abeyance, there is a good opportunity to review BREAD's focus. This discussion is referred to the Strategic Planning activities.

ACTION 5: Jo Stallard to ensure that Review of ACI and SHPEP are included in Strategic Planning activities – first quarter of 2008

7) Fundraising Update

- a) Jo Stallard presented an update on fundraising activities. The team that worked on the successful V for Volunteering was congratulated.
- b) Key dates of existing funds were noted. These are summarised as:

Aug 2007	ACI	Community Fund
Sept 2007	SHPEP	Tudor Trust
Oct 2007	ACI	Heritage Lottery Fund
Dec 2007	SHPEP	BTPP
Dec 2007	SHPEP	Big Lottery
Mar 2010	Core	BCC
Mar 2011	V Project	V for Volunteering
Jul 2011	Juicy Blitz	Big Lottery
- c) It was noted that a decision from Tudor Trust on Stage 1 application for SHPEP is due 9/12/07. New SHPEP will focus on black sexual health and

drugs. It is also noted that BTTP (Bristol Teenage Pregnancy Partnership) will receive their budget from the government soon; this could have an impact on SHPEP.

- d) John Huskins and Jo Stallard are continuing to work on securing funds from trusts and foundations.
- e) John Huskins, Mark Hubbard and Jo Stallard are holding meetings with key Bristol decision-makers (Derek Pickup, Pauline Marson) to ensure that BREAD is positioned well for forthcoming commissioning of service contracts.
- f) The need for BREAD to consider widening its funding mix was discussed and agreed.

ACTION 6: Jo Stallard to ensure that funding mix (including sponsorship and other statutory partnerships) to be included in Strategic Planning activities – first quarter of 2008.

8) Presentation by Jo ‘V for Volunteering at BREAD Youth Project’.

- a) Jo Stallard presented a summary of the new project.
- b) BREAD has successfully raised £262,511.00 in funding for the period April 2008 – March 2011. V will create lots of opportunities for young people involved with BREAD.V Team needs to link to all projects. The manager will be the same grade as the other project managers.
- c) Preparation for staff recruitment and setting up a V steering group of young people will happen in the New Year.
- d) An initial discussion about the position of the V Project within BREAD’s organisational structure resulted in some points being noted by Jo Stallard.

ACTION 7: Jo Stallard to propose to MC new organisational structure including V Project – by end Jan 08.

- e) The MC discussed the need for an MC Link person for the new V Project. Noelle Rumball and Marina O’Brien both expressed interest and briefly discussed the possibility of job-sharing that role.

ACTION 8: Jo Stallard, Noelle Rumball and Marina O’Brien to discuss and agree MC Link role for the V Project – by end Jan 08.

9) MC Roles and Skills Audit

- a) BREAD undertakes a regular Skills Audit of MC members to allow an assessment of the MC’s current skills and, if necessary, remedial action to address any skills gaps.

- b) John Huskins has previously circulated the forms for the MC Skills Audit, which should be completed by all MC members. John will then collate and present the findings.

ACTION 9: ALL MC members to complete the Skills Audit form and return to John Huskins (63 Royal Victoria Park, Bristol, BS10 6TD) – by end Dec 07.

ACTION 10: John Huskins to collate and present Skills Audit results – next MC meeting.

10) Miscellaneous

- a) The following items were discussed briefly at the end of the meeting. It was agreed to carry these forward in the following ways:
- b) **Reports and Accountability** – Jo Stallard and Mark Hubbard to discuss – before next MC meeting
- c) **Trustees' Report 2006/7** – Jo Stallard and Mark Hubbard to discuss, write and circulate for approval by email – by 20 Jan 07.
It was noted that Mark Hubbard signed the Audited Accounts.

ACTION 11: Finalised Trustees' Report 2006/7 to be approved at next MC meeting.

- d) **ACI Evaluation Report** – the report was approved.
- e) **Strategic Planning** – Jo Stallard and Mark Hubbard to discuss taking this forward – at next supervision meeting.
- f) 2008 MC meeting dates – ALL to either put in diaries or send comments to Mark Hubbard – by end Dec 07.

11) AOB

Next meeting date: **Tues 22nd Jan**

Deadline for papers for that meeting: **Tues 15th Jan**

These minutes agreed as an accurate representation of the meeting

by: _____

Dated: _____