

**Minutes of the Board of Directors' Meeting
Wednesday 30th September 2009 at 5.00 p.m.
Conference Room 1 Southland's Centre**

Present	J Shepherd	Chair
	C Butterfield	vice Chair
	G Dobson	Treasurer
	L Laidler	Director
	P Frankland	Director
	S Twist	Director
	H Wallace	Director
	M Kuby	Director
Apologies	D Whiting	Director
	C Fields	Director
In Attendance	H Lowrie	CEO

BO30/09 Good Governance

The Chair reminded Directors of their responsibility to attend Board meetings and that the constitution stated that should a board member fail to attend 2 meetings in succession they will be asked to discuss this with the Chair. It was particularly important to attend Board meetings to be aware of the changing situation at the current time. The Board had a discussion as to whether it was necessary to increase the frequency of Board meetings to monthly but it was agreed that the next Board meeting would be in November as planned.

BO31/09 Apologies for absence and declarations of interest

There were no declarations of interest. D Whiting and C Fields gave their apologies

BO32/09 Approval of the minutes of the BOD Meetings of 29th July 2009

The minutes were approved by L Laidler and G Dobson.

BO33/09 Matter arising from the BOD Meeting of 13 May 2009

- ❖ L Laidler has emailed for dates for Board get-together and will take this forward on her return from holiday.
 - ❖ Action to improve dialogue with Unite the union remains on going. P Frankland will raise it locally
 - ❖ Action re upgrade of Southlands quadrangle remains on going
- All other actions on the agenda.

BO34/09 Financial Matters

Income and Expenditure Account

The Treasurer reported on the Income and Expenditure Account and confirmed that it was in line with expectations.

The CEO reported that the Worst Case Budget shows a deficit of £XXXXXX at 31 March 2010.

However, as of 24 September, UNITE has generated a further £XXXXXX of income in excess of the £XXXXXX included in the Worst Case Budget. The additional income includes funding from XXXXX

Taking into account this additional income, but assuming no more, a Board decision to keep all temporary staff in post up to 31 December 2009 would lead to a revised deficit position as of 31 March 2010 of £XXXX.

On the same basis, a Board decision to extend all temporary staff employment contracts up to 31 March 2010 would lead to a revised deficit position at 31 March 2010 of £XXXXX.

The CEO also highlighted what the budget deficit would be if temporary staff remain in post up to the 31 January and 28 February and no further income is generated.

The Board decided to keep all temporary staff in post up to 31 December 2009, and keep the income situation under close review so that decisions on further extensions to staff contracts could be made as soon as possible.

Income Generation Table

The CEO reported steady progress in income generation.

The CEO highlighted that the Awards for All grant required a new post and external recruitment. The outcome of other bids is awaited but it was likely (despite an element of core costs being included), that any other successful funding would also require staffing changes. The CEO thanked C Butterfield for her offer to assist with future funding bids.

Cash flow forecast

The new information sheet on cash flow was commended by the Directors who felt it to be very useful.

BO35/09 Human Resources

Sub Group notes 25th August

The Board received the notes of the sub group. The list of financial information had been sent to the Directors as a result of the discussion on governance exercise on finance and internal audit. Directors felt this was very useful.

Gantt Chart

This was discussed and is available for any Director who would like to see a copy. It is a useful working document for the organisation.

Accounts training

The Treasurer agreed to deliver accounts training for Directors in the New Year. She has already trained UNITE staff and this was felt to be very valuable. Directors thanked her for her offer to repeat this for them.

BO36/09

Business Plan Action Plan

It had been intended that this be circulated ahead of the Board meeting but IT problems had caused a delay
It was agreed that the CEO circulate this in the next fortnight and Directors note progress and contact the CEO with any issues

BO37/09

Equality & Diversity

Nothing to report.

BO38/09

Health and Safety

Nothing to report.

BO39/09

Correspondence

No correspondence.

BO40/09

Any other business

❖ MBA Report

The CEO tabled the outcome of the work of a group of MBA students. The Directors were pleased to note that no unexpected information had been found and were pleased that the students had received a good assessment of their work.

❖ Winner of Green Business Award 2009

The CEO reported on the excellent achievement of UNITE being the winner of the Green Business award. The Board congratulated the staff – particularly Mike James for this award. In addition to this there has been press coverage of Richard Westmorland's nomination for Community Champion for his work as a mediator. The CEO confirmed that the web site had been updated to note these achievements

- ❖ Probate Solicitor. S Twist offered to contact probate solicitors to inform them of UNITE and its excellent work so that they could be included in any wills as a charitable donation. The Board thanked him for this offer.

BO29/09

Date of next Board Meeting

Wednesday 25th November at 5:00 pm

**Action sheet from the Board of Directors' Meeting
Wednesday 30th September 2009**

Agenda Item Number		Action	By Whom	Deadline
This Meeting	Previous Meeting			
BO33/09	BO90/08	UNITE to support upgrade of the Southlands quadrangle. Costs to be agreed by Board.	CEO	Ongoing
	BO91/08	Invest reserves in £50,000 tranches	Treasurer/ RTL	On going review
BO33/09	BO18/09	Action to improve relationship with UNITE union to be taken	CEO /S Twist/ P Frankland	On going
BO33/09	BO18/09	L Laidler to confirm Board get together	L Laidler	November09
BO34/09	BO20/09	Relevant staff contracts to be extended to December 09	CEO	December 09
BO36/09		CEO to send out the Business Plan Action Plan. Directors to consider and respond if necessary	CEO	November 09
BO40/09		S Twist to contact probate solicitor re UNITE's success in achieving awards and suggest that it be included in charitable lists.	S Twist	