



## **SHORT BOARD MEETING**

**Saturday 23 November 2024**  
**SUMMARY NOTES**

### **Minutes of the Board meeting 13 September 2024**

There were no changes made to the minutes of the short Board meeting held on Saturday 13 September. Trustees fully approved the minutes.

### **Big Survey for Members**

Another Big Survey for Members will be conducted next year (2025). The data gathered will enable the Fellowship to analyse the results, compare them with those collected in 2023 and identify useful trends and patterns. The Board, staff and Strategy working groups have all been asked to consider questions they feel should be included in the 2025 survey in order to gather opinions and/or measure where changes have been effective.

### **2025 Board meeting dates**

In future, the Fellowship will hold four Board meetings a year. The meetings for 2025 will be scheduled for March (after the National Indoor Games event), June, September (after the Annual General Meeting) and December. However, before quarterly Board meetings can begin, the meeting already scheduled for January will need to take place, but it will only need to be a short meeting and can bring everything into order.

### **Co-options and Trustee elections 2025**

The Board has agreed to co-opt a member onto the Board. If this person agrees to join the Board, their name will be formally announced shortly. They will fill a longstanding skills gap which was identified following an audit of the Board.

### **Report from the National Treasurer as of 31 August 2024**

The Strategic Finance report mentions a large legacy received by the Fellowship in October, giving it a surplus for the national programme and for the overall charity. In the last few weeks, the Fellowship has received a few legacies, one of which the Fellowship was originally told about in 2014.

### **Budget 2025**

Salary expenditure for Head Office will not increase in 2025, despite the recruitment of an Administrator, Accounts Assistant, PA and Fundraiser (planned). These roles are all part-time posts and are covered by the retirement of the Finance and Office Manager. All Trustees agreed and approved the budget.

### **CEO Operations Update**

**New Staff member:** A new Accounts Assistant (David Lee) has joined the team at Head Office. David Lee will soon be taking over the payments system. However, until he has been

fully trained Kripen Dhrona will continue to do the banking. Contact Kripen if any special payments are required.

**Annual General Meeting (AGM):** There was a proposal for the 2025 AGM to only be held on Zoom, with a separate in-person event organised for the Autumn. As attendance numbers for the AGM are low, Trustees agreed but wanted members who were not online to be encouraged to either attend a Branch meeting or someone's house in order to watch the event.

**Trustee Elections 2025:** The Trustee Information Day has always been in the office, but as members struggle with mobility it is becoming less practical. The option to host the event online may be necessary. Trustees agreed all members interested in being elected to the Board could be asked to select the best option for the group; in-person or online. Trustees, Sue Brown, and Linda Davis volunteered to oversee the election voting process next year.

**Safeguarding policy:** Safeguard training will be organised for staff and certain Branch Officers. All staff are to have a Disclosure and Barring Service (DBS) checked, to ensure no one has a criminal record. In future, DBS checks will be done on prospective employees to ensure they are suitable for the job.

**Officer meetings:** Quarterly Region and Branch Officer meetings will be scheduled for 2025. All officers will be informed of the dates in advance, in order to encourage attendance.

### **Optimal Clinical Pathway update**

The Optimal Clinical Pathway (OCP) team (Frances Quinn, Kripen Dhrona and Carol Levin) has held several meetings with Integrated Care Boards (ICBs) and Health Boards (HBs). Good contacts are being made and more meetings are scheduled for December. A one-year OCP review meeting will take place in March 2025.

### **Any Other Business**

Gordon Richardson will write to Sir Stephen Timms, Minister of State for Social Security and Disability in the New Year, to ask for a meeting about polio and general problems faced by disabled people. The meeting will ensure Sir Stephen is aware of the Fellowship and its ability to represent disabled people.

**Next Board meeting:** Saturday 18 January 2025