

BOARD MEETING

Sunday 16 March 2025
SUMMARY NOTES

This Board meeting was a face-to-face meeting held at the Marriott Hotel following the National Indoor Games event in Leicester.

Minutes of the Board meeting 28 January 2025

No amends were made to the Board meeting minutes for Sunday 28 January. The minutes were fully approved.

Strategy update

A "traffic light method" has been implemented to help Board Trustees quickly assess the progress and status of projects managed by the strategy working groups. The colour codes are as follows:

- **Red** indicates projects that are delayed or significantly behind schedule.
- **Amber** signals projects that are making progress but facing challenges.
- **Green** represents projects that are on track or completed.
- **Purple** has been added to mark projects that have not yet started.

Regular updates will be provided at Board meetings throughout the year.

Report from the National Treasurer as of 31 December 2024

In 2024, there was an overall surplus of approximately £0.6M, indicating a strong financial position for the British Polio Fellowship (BPF) heading into 2025 (note: figures are still subject to confirmation by the Auditors). Departmental underspends will be incorporated into the budget narrative to enhance financial planning and budgeting for 2025. A key challenge for the Fellowship continues to be accurately estimating legacies.

The Finance team has been compiling last year's branch account details - bank statements are available, but loan unit figures are missing. Closing loan unit figures are needed to finalise branch account records. All the financial information required will be shared with Branch Treasurers in the next few days.

Branch/Region Finances update

The Board acknowledged the need for the Fellowship to establish clearer rules and guidelines regarding the distribution of funds, whether from Branches or Central Office, including when and how they can be allocated and who has the authority to approve them. A draft report will be shared with Branch Officer (Treasurers and Chairs) for feedback, and the Auditors will be requested to review and present the final outcome.

National event – a way forward

Feedback forms from the Indoor Games were collected at the weekend and will be reviewed. The proposed schedule for a potential BPF Conference to be held in June 2026 will be reviewed and shortened to take place in one day, rather than over a weekend.

CEO Operations Update

Given the small size of the Central Office team, Trustees agreed that a business continuity planning exercise is necessary. Opportunities for role shadowing will be identified, and a budget contingency will be allocated in case temporary assistance is required.

An amendment will be made to the Membership Policy to align it with the Fellowship's Welfare and Holiday Grant application form, which states that any polio survivor, not just polio members, can apply for a grant.

Advisory/Expert Panel and EPU Update

The Expert Panel discussed the Post-Polio Syndrome (PPS) service currently provided by the Lane Fox Unit (LFU) at Guy's and St Thomas' Hospital in London. Changes have been made to the service but not yet implemented and concerns were raised. The Fellowship has a robust and open dialogue with the clinical lead at LFU and it will use that to clarify and seek answers to questions raised. No other action will be taken.

The European Polio Union (EPU) will be hosting its Annual General Meeting in Burgos, Spain on 29 May – 1 June. Kripen Dhrona, BPF CEO and Frances Quinn, BPF Trustee will attend.

Any Other Business

Members are increasingly raising concerns about local orthotics services. The Board will discuss this item further at its next Board meeting. In the meantime, there will be a review of the data collected in the 2023 Big Survey to determine the number of members' using orthotic aids.

The first big wave of polio came in 1947. The Board would like to plan how the Fellowship will commemorate this event in Summer 2027. It was agreed this topic should be a regular agenda item for future Board meetings.

Next Board meeting

Tuesday 24 June