

MS Society Leicester and District Branch
Committee Meeting 12th July 2010 held at Latimer Street Centre
17.30 until 20.30.

IN ATTENDANCE: Steve Pugh (SP) Jane Tindle (JT) Frank Wheatcroft (FW) Pete Tattersall (PT) Vandana Ferguson (VF) Kim Yallop (KY - Area Manager East Region MS Society) Mary Lowthian (ML – Volunteer Development Officer East Region MS Society) Gordon Tindle (GT – member taking minutes.)		
ITEM 1.	Apologies.	ACTION
	Diane Brown (DB)	
ITEM 2.	Minutes of the Previous Meeting dated 21st June 2010.	
	<ul style="list-style-type: none"> • The minutes of the meeting were accepted. 	
ITEM 3.	Chairman’s Report.	
	<p><u>Introductions</u> SP opened the meeting by introducing and welcoming Mary Lowthian (ML) to the meeting. ML is the Volunteer Development Officer for the East Region of the MS Society. Her role within the MS Society is to support the 50+ branches within the East Region in the recruitment and retention of Volunteers. She also supports the branches in the definition of specific roles additional to those defined in the Branch handbook.</p> <p>SP also welcomed Pete Tattersall to the meeting, PT gave a resume of his life before MS where he was involved in managing voluntary projects, these projects were specifically in the creation and running of Credit Unions. PT also said the committee needed to look into getting people from ‘outside of MS’ onto the committee. These people would have a different perspective and also have potentially more energy to make a difference.</p> <p><u>Leicester & District MS Consultation</u> SP reported the MS consultation questionnaire has now been finalised, the main target audience is the 200 members and 900 non-members of the MS society.</p> <ol style="list-style-type: none"> 1. SP to send JT the survey so she can print it and pass to PT. 2. All to feed back at the next meeting or before groups that can be considered as potential responders to the Consultation. 3. KY to ask Danielle Walker to place a survey link on the EMYAMS site. <p>KY has arranged for the MSNC to do the administration, analysis and create an online Consultation questionnaire facility. A link has also been re-established to the Leicester & District Branch website from the MS Societies website.</p> <p>It is hoped the results from the Consultation will be available at the end of August 2010. These results will assist the committee in</p>	<p>SP</p> <p>ALL</p> <p>KY</p>

MS Society Leicester and District Branch
Committee Meeting 12th July 2010 held at Latimer Street Centre
17.30 until 20.30.

	<p>understanding the needs of the wider MS community and how they (the committee) need to respond to meet those needs.</p> <p><u>Presentation Slides</u> SP has produced a set of Presentation slides that will provide the basis for Committee members to use when delivering talks about the Branch to interested Groups.</p> <p><u>Committee Roles</u> SP has produced additional role description for the committee posts of Fundraising Co-ordinator, Grant Application Co-ordinator and Information and Communications Co-ordinator.</p> <p><u>Potential Volunteers.</u> SP has spoken to all the potential volunteers on the telephone and they have shown an interest in fulfilling the committee posts of Fundraising Co-ordinator, Grant Application Co-ordinator, Welfare Support Officer and a Welfare Support Assistant.</p> <p>4. SP to inform ML of available dates so an event can be held so the committee and potential volunteers can meet.</p> <p><u>Talk at Douglas Bader Centre.</u> 5. KY to arrange with Pauline Grieves a person (possibly MS Nurse) to give the talk.</p>	<p>SP</p> <p>KY</p>
ITEM 4.	Secretary's Report.	
	No report available.	
ITEM 5.	Treasurers Report.	
	<p>FW reported the current account as at the last bank statement stood at £14059.61 and the deposit account £659.07.</p> <p>Although, the current account balance seemed to have increased quite significantly this was due to a cheque for £3500 from a Bike ride and £1900 for the Florence Turner trust being banked and the outstanding withdrawals for the rent £3000 and kitchen fan installation £246.75. With adjustments made for these transactions the account was operating at its normal level.</p> <p>FW asked about the gift aid situation and if any help could be forthcoming from MSNC for help in clearing the backlog. KY stated that finance had very little resource but she would ask. It was decided that Gift Aid was not a priority at the moment and it could wait until a Treasurer was appointed.</p> <p>1. GT to distribute Gift Aid declaration document so the committee could understand what was involved in claiming the relief.</p> <p>2. GT to send Budget finance spreadsheets to PT</p> <p>Some expenditure has been incurred without committee approval; it is untenable that this has happened.</p> <p>3. All cheque signatories to ensure that committee approval has been granted for spend, other than 'business as usual expense' e.g. Rent, Council Tax and Utilities.</p> <p>KY stated that any expense incurred without prior approval by the committee was on that persons own liability and not that of the Branch.</p> <p>KY also stated categorically that no money could be spent on development of the Latimer Street centre, be it on corrective activity for phase 1 (except Health & Safety) or new development i.e. 1st Floor.</p>	<p>GT</p> <p>GT</p> <p>FW/DB</p>

MS Society Leicester and District Branch
Committee Meeting 12th July 2010 held at Latimer Street Centre
17.30 until 20.30.

ITEM 6.	MS Shop Report	
	Di Brown is on holiday, No Shop report available. 1. Consideration is to be given to displaying MS publications in the shop.	TBA
ITEM 7.	Welfare Report.	
	No statistics available from the MS counsellor. No calls have been received on the Welfare line. FW informed the committee an enquiry had been made by someone with MS when visiting the shop, the Welfare Number did not seem to be available in the shop. 1. JT to create poster containing the Welfare number so it can be displayed in the shop. The only information available from Elaine Blakeman in regard to Debbie Doyles-Selvidge was an Insurance certificate. 2. GT has photocopied this and will return the original. Also, Debbie Doyles –Selvidge to be asked to comply with the other request in the letter sent in March 2010.	JT GT
ITEM 8.	Fundraising Report.	
	At this point Vandana Ferguson (VF) joined the meeting. Vandana is considering taking on the Fundraising Co-ordinator role. VF has been very active in fundraising for the MS Society as her Brother-in-law is afflicted by MS. She has raised in excess of £5000 for running in the London marathon. The following funds have been raised / donated since the last meeting; <ul style="list-style-type: none"> ➤ Anstey Methodist Ladies Social hour £20 ➤ Collection at Oadby racecourse £373.46 ➤ Florence Turner Trust £1900 ➤ Bruntingthorpe Open Gardens £117 A donation in excess of £1000 is expected from the Enderby Bowls Club they adopted us as their charity for the past year. The following fundraising events are planned: <ul style="list-style-type: none"> ➤ Collection at Tesco in Wigston on the 24th July 2010. ➤ Collection at Budgens in Mountsorrel on the 28th August 2010 ➤ Stall at the Anstey Gala Day on the 18th September 2010. 	
ITEM 9.	Communications Report	
	JT has contacted Eloise at MSNC to progress the training for the new Website. Mike Kellet (Rotary Club) has agreed to provide some photographs of Leicester that can be used on the new Website. JT hopes to receive these within the next couple of weeks. VF suggested some photographs of the events, festivals and carnivals that are held in Leicester would add interest to the site. JT will see if a 'gallery' can be created when the initial website has been created. The Internet 'dongle' situation was discussed and it was decided to complete the direct debit form with one signatory and see if it is accepted	

MS Society Leicester and District Branch
Committee Meeting 12th July 2010 held at Latimer Street Centre
17.30 until 20.30.

	<p>by the bank as a valid transaction</p> <ol style="list-style-type: none"> 1. GT and FW to progress purchase from the Orange Shop. <p>It was agreed that a copy of the Committee meeting minutes should be posted on the Notice Board at the centre.</p> <ol style="list-style-type: none"> 2. JT to put copy of minutes on the notice board. 	<p>GT / FW</p> <p>JT</p>
ITEM 10.	Transport.	
	<p>The MS Bus is being MOT'd, this would appear to have been done as a bit of an emergency, the committee were not aware until after the event.</p> <ol style="list-style-type: none"> 1. PT to discuss with Steve Johnson the MS bus situation; has it passed or failed and what costs are involved. 	<p>PT</p>
ITEM 11.	Premises.	
	<p>SP has spoken to the Nursery next door to the centre and they will not give permission for yellow lines to be painted on the area outside the fire exit but they are happy for a 'Do not obstruct' or similar sign to be displayed.</p> <p>GT has written to the Charnwood Environmental Health Officer informing her the Kitchen fan, as required in the report has now been installed.</p> <p>The part completion certificate for Latimer Street has now been obtained and filed at the centre.</p> <p>To enable the centre to be compliant with Health and Safety the requirements of form VPRA_402A (fire) needs to be actioned.</p> <ol style="list-style-type: none"> 1. VPRA_402A fire to be reviewed at the next meeting. <p>The perennial issue of refuse was discussed again and it was suggested that Stef should be responsible for disposing of the food waste generated in the kitchen.</p> <ol style="list-style-type: none"> 2. PT to discuss food waste disposal with Stef and also mention the cleaning of tables. <p>The Rotary Club would like to send an Architect in to survey the upstairs with a view to producing plans and costings.</p> <ol style="list-style-type: none"> 3. SP to write to David Nesbitt (copying Mike Kellet) about dates for meeting to discuss 1st Floor planning. 	<p>All</p> <p>PT</p> <p>SP</p>
ITEM 12.	Membership.	
	Membership is currently 200.	
ITEM 13.	Any Other Business (AOB).	
	<p><u>Therapists</u></p> <p>There has been very little use of the services offered by Pat Parkin. It was decided this service would be continued with and reviewed again after the results of the consultation become available.</p> <p>Blair Smith has asked if she could provide a 'nail painting' service. It was also decided to wait until the results of the consultation to see whether this is something the membership would like.</p>	