

MS Society Leicester and District Branch
Committee Meeting 17th May 2010 held at Latimer Street Centre
17.30 until 20.10.

IN ATTENDANCE: Steve Pugh (SP) Frank Wheatcroft (FW) Jane Tindle (JT) Kim Yallop (KY - Area Manager East MS Society) Gordon Tindle (GT – Acting Secretary until AGM.) Another person yet to be defined (ANO).		
ITEM 1.	Apologies.	ACTION
	Sue Bradbury (SB), Elaine Blakeman (EB), Diane Brown (DB), Jean Preston (JP).	
ITEM 2.	Minutes of the Previous Meeting dated 29th March 2010.	
	<ul style="list-style-type: none"> • The minutes were accepted. 	
ITEM 3.	Chairman’s Report.	
	<p>The Chairman welcomed all to the meeting. The Grant application process was issued in the Key magazine, no feedback from the membership had been forthcoming.</p> <ol style="list-style-type: none"> 1. SP to send the Grant application process to GT for publication on the Website. 2. GT to add control elements and publish Grant application process on the Website. <p>In the light of the committee numbers being reduced it was discussed and agreed the approval process for any grant applications would be the Chairman and ANO. This membership would be reviewed when the committee increased in numbers, specifically in the Welfare Support Officer position. KY reported that Stuart Nixon (Vice-Chairman MS Society Trustees) would be attending the Annual General Meeting (AGM).</p>	<p>SP</p> <p>GT</p>
ITEM 4.	Secretary’s Report.	
	<p>The outline schedule of events (minutes 29th March 2010) in regard to the AGM has gone to plan. Current outstanding milestones are:</p> <ul style="list-style-type: none"> ➤ 24st May 2010 - Deadline for receipt of, nominations, resolutions & proxy voting forms. <p>GT reminded the committee that reports were required from the Chairman and Treasurer. These needed to be included in the AGM ‘pack’ that would be available at the meeting.</p> <ol style="list-style-type: none"> 1. SP and JP to produce required reports. 	SP / JP
ITEM 5.	Treasurers Report.	
	<p>Due to personal reasons the Treasurer could not attend the meeting. A report was sent in to the committee. The bank account figures were Current Account £7027.42 and savings Account (Building fund) £453.48. The 2 other spreadsheets Budget_10_11.xls and Treasurers_monthly_report.xls appeared to have some discrepancies.</p> <ol style="list-style-type: none"> 1. GT to discuss with JP 	GT

MS Society Leicester and District Branch
Committee Meeting 17th May 2010 held at Latimer Street Centre
17.30 until 20.10.

	<p>2. FW had performed a spot-check to see if 2 of the actions from the 4th November financial Audit had been completed:</p> <p>3. Action No. 11: Completion of mileage claims. The claims for Taxis had not been completed correctly. After a discussing KY stated the claims (each individually) had to have the 'To' and 'From' destinations clearly specified on the claims form. This was substantiated by KYs own experience of the financial processes.</p> <p>4. All Committee Members to be informed of this process for completing Expenses claims</p> <p>5. Action No. 17: Completion of Fixed Asset Register No fixed Asset register has been compiled, this register needs to be created and all those items identified as 'above' the threshold to be numbered and recorded.</p> <p>6. The starting threshold in £'s for assets to be recorded needs to be agreed with MSNC.</p> <p>7. Fixed Assets register to be created</p>	<p>TBA</p> <p>TBA</p> <p>TBA</p>
ITEM 6.	MS Shop Report	
	<p>The shop activity has been slow over the last 2 weeks. Furniture is the main revenue source and if there is a shortfall in the amount donated then the takings will suffer.</p> <p>A 50p sale of clothing has been introduced to attempt to boost the revenue, but overall the shop is very quiet in terms of Customers.</p> <p>DB is on holiday until the 22nd July 2010, a rota for cover in the shop has been produced.</p> <p>KY said the next stages of the Health and Safety programme in 2010 / 2011 would be to perform a Risk assessment on shops run by MS Branches.</p>	
ITEM 7.	Welfare Report.	
	<p>Refer to Appendix A – Newsletter and Communications report for meeting 17th May 2010.</p> <p>1. JT to create a high level analysis of calls received</p>	<p>JT</p>
ITEM 8.	Fundraising Report.	
	<p>Refer to Appendix A – Newsletter and Communications report for meeting 17th May 2010.</p> <p>Additional Fundraising activities have brought in the following income:</p> <p style="padding-left: 40px;">£143.05 Counter Tin – Bulls Head, Blaby.</p> <p style="padding-left: 40px;">£12.00 Garden Men at cake Break</p> <p style="padding-left: 40px;">£70.00 Scrap Metal.</p> <p>Future Fundraising Events are:</p> <p style="padding-left: 40px;">Wistow Nursery – plan for July / August when the maze is operational.</p> <p style="padding-left: 40px;">Oadby Racecourse – Volunteers need to be attending specifically at the start and end of the event.</p>	
ITEM 9.	Communications Report	
	Refer to Appendix A – Newsletter and Communications report for meeting	

MS Society Leicester and District Branch
Committee Meeting 17th May 2010 held at Latimer Street Centre
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	17 th May 2010. JT is authorised to spend in the region of £30 on promotional material for the MS Awareness day on the 19 th June 2010. 1. KY to send JT contact details for Pauline Grieves, Service Development Officer for the East Midlands.	KY
ITEM 10.	Transport.	
	The MS Bus has now been transferred onto a Heavy vehicle Breakdown policy	
ITEM 11.	Premises.	
	Wayne Shepperson is away from 15 th June 2010 6 until the 12 th July 2010 <u>Fire Certificate.</u> 1. GT to contact Charnwood Borough Council to organise Fire Certificate. <u>Premises Accessibility Audit.</u> Audit has been arranged FW to perform the guide role	GT
ITEM 12.	Membership.	
	Refer to Appendix A – Newsletter and Communications report for meeting 17 th May 2010.	
ITEM 13.	Any Other Business (AOB).	
	<u>Date of Review – Financial Audit.</u> SP to send report to the Committee	SP

MS Society Leicester and District Branch
Committee Meeting 17th May 2010 held at Latimer Street Centre
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Appendix A

NewsLetter and Communications Report for Committee **Meeting 17th May 2010**

Since the last meeting, the spring edition of the key magazine has been sent out to all members and the MS nurse.

Two newly diagnosed meetings have been held at the drop-in where everyone was offered a key magazine.

I attended the neurological Alliance roadshow at County Hall on Tuesday April 13. This was mentioned to me by Allison the MS nurse and I thought it would be useful for us to have a presence there. Unfortunately the organisers (voluntary action Leicester) did not invite anyone to attend! When I got County Hall the member of staff who had organised this, was off sick and nobody was expecting us. Eventually we, got set up, along with about nine other charitable organisations, but the health authority staff who should have been coming had not been invited. I did however make some useful contacts on the day and I feel that we should be part of this alliance.

On Tuesday 15 June I have arranged for Phoenix greetings cards to visit the drop-in.

On Saturday 19 June there is any MS awareness Day arranged at Leicester space centre. I feel that we should have a display and information table. I am more than happy to offer my services but will need some assistance in setting up. I have managed to borrow some table top display stands from a friend of mine. I will also need to purchase some promotional material.

The new e-mail address Leicester MS@Yahoo.co.uk is proving to be an additional way of contacting our members. To date I have 98 e-mail addresses and several people have replied to me regarding the cake break etc.

I would like to make contact with Leicester social services so that we can provide them with information to give to people that they visit. This could include membership forms and key magazines.

Membership

The latest membership list issued on May 7 shows that we had 196 members. I know of three other people who have recently completed membership forms in addition to this. I personally am very pleased with this figure as it is obviously going in the right direction.

Welfare

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**Committee Meeting 17th May 2010 held at Latimer Street Centre
17.30 until 20.10.**

To date I have not had a single call on the dedicated welfare number. I have however had two telephone calls on my home number which I think it is important to mention. The first call was from someone I knew many years ago, whose sister has just been diagnosed with MS. This lady has two very young children and lives at Fleckney, she wanted to know how she could find out information about financial help/grants/benefits. After a telephone call of approximately half an hour I advised her to contact social services and speak to adult care and also mosaic. Also in conversation I did mention the drop-in and the Leicester branch and posted her a copy of the key magazine.

I also had a telephone call from a gentleman who had phoned Lois, she asked him to telephone the shop, they advised him to contact me. His wife has MS and he seemed to be struggling to cope. He was asking about financial assistance from the MS society. I gave him the head office telephone number as he was looking for much more than the small amount that we could possibly offer. Again I was on the telephone upwards of 20 minutes and advised him about the Leicester branch.

I feel that in both of these cases, I listened and gave good advice, but overall I think they really needed someone to talk to. Unfortunately, I was unsure as to whether I should have asked for names and addresses or mentioned that we had a counselling service.

Fundraising

Since the last meeting, we had a collection day at Wyevale garden centre, this was very enjoyable and successful and raised £305.76. The acoustic sounds concert raised £737.43 (this has funded the extractor fan and hood for the kitchen).

On 27 April we had a fantastic cake break at the drop-in. On the day we raised £403.50, approximately £90 was raised from the raffling of the gingerbread house and another £24.87 was collected by Debbie Doyles Selvidge from the sale of cakes at her college. I received an e-mail advising me that £200 has been collected by a cake break at the Ian Marlow centre on Abbey Lane which I went and collected. Another member of our branch contacted me to say that she had raised £56 at a cake break at her place of work. She has sent this in to head office but requested on the form that the amount be returned to the Leicester branch.

I was very pleased with the cake break after putting in a lot of hard work with posters, e-mails, adverts in local publications etc. Many people donated cakes and helped on the day and without them it wouldn't have happened. I do think we should do this again next year as the feedback from everyone was very positive.

Future fundraising

MS Society Leicester and District Branch
Committee Meeting 17th May 2010 held at Latimer Street Centre
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On Saturday June 5 there is the sponsored cycle ride from Leicester to Skegness which I believe so far has attracted approximately 150 riders.

I do think we could arrange another collection at wyevale garden centre sometime in June.

We have a collection arranged at Oadby race course on Saturday July 3, this will need plenty of volunteers on the day.

From 14 - 20 August, Richard Bradley the husband of one of our members, is doing a sponsored cycle ride from Pembroke to Norfolk to raise money for our branch. He has set up a website <http://sites.google.com/site/side2side4ms/>.

I have arranged a collection at Budgens supermarket in Mountsorrel on Saturday 28 August (bank holiday) from 10 AM until 4 PM there is also a farmers market in the car park on that day so therefore it should be very busy.

END OF REPORT