

# MS Society Leicester and District Branch

## Committee Meeting 21st June 2010 held at Latimer Street Centre 17.30 until 20.10.

<b>IN ATTENDANCE:</b> Steve Pugh (SP) Jane Tindle (JT) Kim Yallop (KY - Area Manager East MS Society) Gordon Tindle (GT – member taking minutes.)		
<b>ITEM 1.</b>	<b>Apologies.</b>	<b>ACTION</b>
	Frank Wheatcroft (FW) Diane Brown (DB),	
<b>ITEM 2.</b>	<b>Minutes of the Previous Meeting dated 17thMay 2010.</b>	
	<ul style="list-style-type: none"> <li>The minutes were accepted.</li> </ul>	
<b>ITEM 3.</b>	<b>Chairman’s Report.</b>	
	<p>SP reported the situation in terms of recruiting other committee members was beginning to look promising; 4 potential candidates have been identified via the MSNC and 1 other via the Annual General meeting.</p> <p>A discussion was had about the best way to introduce the potential candidates to the Branch, the committee and the members. KY suggested that they could be invited to the centre to meet the other committee members and this would also give them a chance to see the centre and understand its current and potential usage.</p> <ol style="list-style-type: none"> <li>SP to write to the potential candidates advising them of what roles are available within the committee structure and giving them options of how they might like to meet the committee.</li> </ol> <p>KY informed the committee that the co-opting of Pete Tattersall (PT) onto the Committee via the AGM was not seen to be ‘watertight’ process, concerns were mainly in the areas of seconding and the subsequent ‘show of hands’ vote.</p> <p>A process for bring members onto the committee outside of the AGM is now available. KY talked the committee through the steps and the committee were in agreement with the proposed process and as such PT would be invited to join via that process.</p> <ol style="list-style-type: none"> <li>SP to write to PT advising him that his offer to stand on the committee has been accepted. SP to also to advise PT of what roles would be available on the committee.</li> </ol> <p>JT to ensure that any changes to the committee are communicated in the next issue of the key following the appointment. This action will not be recorded on the action register as it is to become a business as usual item.</p>	<p>SP</p> <p>SP</p>
<b>ITEM 4.</b>	<b>Secretary’s Report.</b>	
	GT said that he will be working on the AGM minutes and hoped to have them done in the near future.	
<b>ITEM 5.</b>	<b>Treasurers Report.</b>	

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	<p>The outgoing treasurer has sent all the following documents to <a href="mailto:Leicesterms@yahoo.co.uk">Leicesterms@yahoo.co.uk</a>;</p> <ul style="list-style-type: none"> <li>➤ Branch Accounts 2010.xls</li> <li>➤ Branch_Accounts_2009_New(1).xls</li> <li>➤ Branch_gift_declaration_form.txt</li> <li>➤ Budget 10_11.xls</li> <li>➤ Millions Application.pdf</li> <li>➤ Expenses for The Remainder Of The Financial Year.docx</li> <li>➤ Income for the remainder of the financial year.docx</li> <li>➤ Leicester.xls</li> <li>➤ MSS LEICESTER 2009_12_18</li> <li>➤ Branch Accounts 2010.xls</li> <li>➤ Treasures report 1.xls</li> <li>➤ Treasurers monthly report.xls</li> </ul> <p>1. SP to write to Jean Preston (outgoing treasurer) about the online access to the Branch's Bank accounts. <span style="float: right;"><b>SP</b></span></p> <p>2. KY to check with MSNC about Bank Account Access and get a copy of the latest Bank statement. <span style="float: right;"><b>KY</b></span></p> <p>3. KY to acquire from MSNC a new Bank Mandate for signatories and pass onto SP. <span style="float: right;"><b>KY</b></span></p>	
<b>ITEM 6.</b>	<b>MS Shop Report</b>	
	Di Brown is on holiday, No Shop report available	
<b>ITEM 7.</b>	<b>Welfare Report.</b>	
	<p>No calls have been received on the Welfare line.</p> <p>1. SP to write to Debbie Doyles–Selvidge asking her to respond to the letter sent to her in March 2010. <span style="float: right;"><b>SP</b></span></p> <p>SP has sent out to the committee a first draft questionnaire for the Leicester and District Branch MS consultation.</p> <p>2. KY said she had some feedback for SP, all other members were asked to send their feedback as soon as possible. <span style="float: right;"><b>KY / All</b></span></p> <p>3. KY to talk to Pauline Grieves about contacting the MS Nurses in regard to the MS consultation specifically about 'accessing' those people with MS but are not yet members of the Society. <span style="float: right;"><b>KY</b></span></p>	
<b>ITEM 8.</b>	<b>Fundraising Report.</b>	
	<p>The rummage sale held on the 12<sup>th</sup> June raised £95.</p> <p>Oadby Racecourse 3<sup>rd</sup> July 2010– Volunteers needed to attend specifically at the start and end of the event.</p>	
<b>ITEM 9.</b>	<b>Communications Report</b>	
	<p>JT informed the committee that she had spoken to MSNC and changed the names of recipients for future communications.</p> <p>1. JT to progress the training for the creation of the new Leicester website. <span style="float: right;"><b>JT</b></span></p> <p>2. JT to contact Mike Kellet (Rotary Club) to see if he has any <span style="float: right;"><b>JT</b></span></p>	

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	<p>photographs of Leicester that could be used on the new Website.</p> <p>3. KY to MSNC about what arrangements there could be for Website training.</p> <p>The outgoing Treasurer had not been able to obtain a 'dongle' from Carphone Warehouse.</p> <p>4. SP to investigate alternative 'dongles'</p> <p>5. GT to visit Orange shop to establish understand issues about creating a Direct Debit.</p>	<p>KY</p> <p>SP</p> <p>GT</p>
<b>ITEM 10.</b>	<b>Transport.</b>	
	Nothing to report.	
<b>ITEM 11.</b>	<b>Premises.</b>	
	<p>SP has received the Public and Employer liability insurance certificates.</p> <p>1. GT to get certificates laminated and display at the centre and send to the shop for display.</p> <p>2. GT to contact Giles Insurance about the Buildings and Contents insurance for Latimer Street and Charles Street.</p> <p>3. Another set of keys are to be cut for SP</p> <p>4. JT to inform the membership that signing into the Centre at Latimer Street is a Health and Safety requirement. A sign is to be displayed at the centre and details included in the next issue of the Key magazine</p> <p>JT informed the committee that the Rotary Club would like to visit Latimer Street and Survey upstairs.</p> <p>5. SP to contact FW to establish convenient dates.</p> <p>6. SP to send Dates to JT</p> <p>7. JT to inform the Rotary Club of dates</p> <p>8. JT to inform the Rotary Club of requirements for Computer equipment.</p>	<p>GT</p> <p>GT</p> <p>GT</p> <p>JT</p> <p>SP</p> <p>SP</p> <p>JT</p> <p>JT</p>
<b>ITEM 12.</b>	<b>Membership.</b>	
	Membership is currently 198.	
<b>ITEM 13.</b>	<b>Any Other Business (AOB).</b>	
	No any other Business.	