

Board of Trustees Meeting
Video conference on Tuesday 13th June 2017

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Peter welcomed everyone at 18:59		
Attendance	<p>Board Members: Peter Walter (PW) Chairman Matt Tennant (MT) Vice Chair Will Forshaw (WF) Daniel Burford (DB) Secretary Andrew Henshall (AH) Danny McKeown (DM) Steven Allen (SA) Craig Owen (CO)</p> <p>In attendance: Harry Prosser (HP)</p>		
Apologies	Alastair Warner (AW) Treasurer		
Minutes from last meeting	Peter thanks Linten Technologies for hosting tonight's meeting.		
Finance	<p><u>Review end of year figures</u></p> <p>Prior to year end figures un-audited figures suggest we have made an operating profit of 15k. This is a big change from last year. Need emphasised to explain this change at the AGM. Money made from BSC predicted to be around 25k.</p> <p><u>Role of the treasurer</u></p> <p>Lack of interest apparent in Treasurer role. Suggest that we do not need to proficiency with Sage. Possibility raised again of paying for a book keeper. Discussion of whether Treasurer has to be a member/active member. Perhaps it would be advantageous to have someone non-partial in the role, with more interest in 'business'. Suggest financial report generating is a staff role with Treasurer just as an advisory position. Deadline is the AGM. Possibility raised of assessing peoples job role via questionnaire on their profile.</p> <p>SA outlines advantages of 'Xero' as next software for finance.</p> <p>Board approves the move to Xero. SA expresses need to keep the subscription within our control.</p>	<p>PW – Update treasurer role spec. Approach accountancy companies.</p> <p>To check if Zero can do event ... probability</p>	Before AGM.

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Web 3.0	<p><u>Approval of recently circulated papers</u></p> <p>Following the detailed RFP response, oral presentations, follow-up work with the supplier and a revised RFP, Microserve have confirmed our full spec can be delivered for our budget of £70,000. Delivery expected by end 2017.</p> <p>Question raised of need to migrate historical financial transactions. WF – Suggested only one financial year back. Board approves this spend and agrees that it is affordable. Limit discussed for comfortable cost increase.</p> <p>Notification from PW will occur with significant increase in cost or delay in time. This information will be passed on to the board. Update to be sent to the board before going through each stage gate and signing off stage payments.</p> <p>Agreed for PW to have authority to go up to 10% additional cost without further board approval. SA expresses desire to be informed on progress once 70k is reached.</p>	PW – Sign document and send	14.06.2017. 9am.
Staff	Working with staff members - PW clarified roles and responsibility of staff.		
Foundation	<p>MT gives update on Foundation Progress:</p> <ul style="list-style-type: none"> -Successful in supporting a number of current members in providing financial assistance in coming on events. -For concession members, we have released a series of batches of higher discounted rates which have been very popular. -More limited success in working with partnership organisations. Some initial support with AKF in Manchester. Hope to develop further after staff appointments. 		
AOB	<p>WF – To sell various things out the unit. Marquee. Spending money on new fridges.</p> <p>Looking into buying iPad/contactless payment system.</p>		

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	The board thanks all the volunteers who helped at BSC.		
Meeting closed			
	The meeting closed at 20:35 Next meeting on Tuesday 11th July 2017 at 18:30 (Skype Conference/Teleconference)		

Dates of future Board Meetings:

- Tuesday 9th May** – Teleconference
- Tuesday 13th June** – LGBT Foundation, Manchester
- Tuesday 11th July** – Teleconference
- Tuesday 8th August** – Teleconference
- Tuesday 12th September** – LGBT Foundation, Manchester
- Saturday 30th September** – AGM
- Tuesday 10th October** – Teleconference
- Tuesday 14th November** – Teleconference
- Tuesday 12th December** – LGBT Foundation, Manchester