

Minutes of the M3 2021 Trustees' Meeting

Venue Audio Call from R&B	Date Tuesday 9 th March 2021
Trustees Present Lorraine Needham Emma Welch Kathryn Worthington Jess Day Ian Matheson	Also Present Karen English Brian Mildenhall Jane Selman

Welcome.

Lorraine welcomed everyone to the meeting.

Apologies have been received from Nick Daisley.

1. Minutes of the previous meeting considered for accuracy and Matters Arising.

Minutes from the Meeting M2 (February 2021) were agreed and ratified by trustees present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

Action Emma

Matters Arising

Seven projects were addressed, they remain on going and stay on the progress sheet to be reviewed at the next meeting. Associated actions are on the Progress Sheet

See Appendix A

2. Governance Policies and Strategy

Fundraising Discussion

Jane Selman, fund raising advisor and consultant from Lloyds, led a forty minute question and answer session to help inform the fundraising strategy. Jane provided several useful documents to support her presentation. As an overview, Jane concluded that often paying a commission to professional fundraisers is not always useful for small charities. We discussed the possibility of engaging the services of a freelance fund raising professional to apply for large bids. It was also considered that volunteers could be raised to engage in fundraising activities for Root and Branch. Jane talked about creating a public relations document containing our

message and charity objectives, from which paragraphs can be lifted when applying for funds. Kathryn has been working on this for the charity; she has been building a storyboard and is working on creating a culture of giving within our membership.

Jane advised the normal rate of pay for engaging a freelance fundraiser and she suggested lengths of engagement appropriate to securing funds.

The trustees agreed that current staff at Root and Branch do not have capacity to fundraise. Therefore, a fund-raising team could be made up of a freelance professional with a group of volunteers.

The trustees would like to thank Jane for her guidance and advice. The information discussed at this meeting will be used to inform our fundraising strategy at the trustee board meeting in April.

Policies Review

Emma thanked all Trustees for completing the review of policies and for sending updates and amendments. In particular she thanked Kathryn for re-writing the privacy policy and statement for the website. The three outstanding policies that are yet to be reviewed will be picked up by Emma this month and brought up to date. Emma will publish all updated versions in Dropbox and ask Joanna to print one hard copy of each to be kept in the office.

Action Emma

3. Operational Review

Karen has circulated her monthly management report to all trustees.

The trustees agreed to the purchase of laptops to improve service user skills and improve facilities on site.

The trustees agreed that one more service user could remain on the waiting list despite living outside the Oxfordshire area. Currently we have four people at the project with out-of-area-placements. Emma continues to work on funding for this (See Appendix A).

The trustees agreed that Karen should pursue outdoor craft activities for the project. Karen reported that this would offer more scope for engaging service users in therapeutic activities, could be up and running quite quickly and would create a welcoming space in the front of the building.

Covid requirements

The trustees agreed that Karen and Ian , meeting later this week, could make the decision on purchasing more masks ,visors and Perspex screens to keep the area covid safe.

Smoke Free Policy

The trustees all expressed their continued support for the smoking free policy at Root and Branch. The Project has received praise from the Tobacco Alliance for turning into a 'smoke free zone.'

4. Financial Update

Brian had prepared and circulated a monthly financial report. He presented the one page summary of accounts and reported a good financial situation for the charity. We expect to be left with a comfortable reserve at the end of this financial year.

The trustees agreed to pay outstanding TOIL as overtime to staff in March, before the end of this financial year. Andrea Case will be informed .

Action Karen

There remains some outstanding costs to pay on the log cabin project, including the cost of the electrics for the new building. The trustees agreed that Ian and Karen, meeting later this week, could go ahead and arrange for the completion of this work

Pay review letters will be sent to all staff this month.

Action Lorraine

7. Date of Next Meeting

The next meeting of the Trustee Board will be on Tuesday the 13th April 2021 at 6:30 pm. This will be set up on Microsoft Teams.

Action Emma