

MSF Trustees meeting – Agenda

Date	6 th June 2018 : 10.00am till 12.00 noon (sandwiches will be provided)
Venue	MSP Office, Unit 1, Dakota Business Park, Skyhawk Avenue, Garston, Liverpool L19 2QR Telephone: 0151 427 3826
Attendees	John Bell – JB (Chairman), Alan Cooper (AC), Adam Walker (AW), Pat Shenton (PS)
Secretariat	Jean Stephens (JS)
In attendance	Jo Schumann (JSch), Kenny Chu (KCh), Brendan McCrudden (BMc)
Papers	Hard copy of the papers will be provided for all Trustees at the meeting

	Agenda items	Outcomes / Actions agreed/required	Deadline	Whom
1	Welcome, apologies and introductions	1.		Chair
2	Declaration of interest	2.		Trustees
3	Matters arising / updates from previous meeting not on the agenda	3. Amendment to action notes dated 7 th February 2018 regarding date of AGM. Action note should read AGM to be moved to 5 th September 2018 due to audit requirements and reporting timescales	06.07.18	
4	Horizon scanning (opportunities and challenges)	4. Special Olympics 2021, National & Local trends, opportunities and impacts + / -		Trustees
5	Strategy & Stakeholders			JS
	Active Workplace			
	Active Primaries			
	Active Learning			
6	Tactics			JS
	a. Income generation pipeline 2018-2019 b. Website	a. b. Go live date mid June 2018	To note	
7	Governance & Operational			
	a. Human resources up date b. Financial summary of income over expenditure statement as of June 2018 c. GDPR summary d. Purchase orders raised by MSP staff e. Policies review f. Papers to sign (if appropriate) <ul style="list-style-type: none"> o DLP data controller agreement o Cheques 	a. No changes to report to Trustees b. c. Trustee representative required d. Agreement required e. Action required		Jsch Kch BMc

8	Date of next meetings	8. Trustees agreed all dates of subsequent meetings	To note	All
	Set dates for 2018			
	6 th June 2018			
	5 th September 2018 – AGM <ul style="list-style-type: none"> • Contracts renewal • SLA agreed and signed • Annual report and accounts reviewed 			
	7 th November 2018			
9	Closure of meeting	9.	Trustees	Chair