



<b>Merseyside Sports Foundation Meeting</b>	
<b>MEETING DATE / HOST VENUE</b>	21 <sup>st</sup> January 2016
<b>NOTE TAKER</b>	Jean Stephens
<b>ATTENDEES</b>	John Bell (Chairman), Jean Stephens, Patricia Shenton, Alan Cooper
<b>APOLOGIES</b>	Adam Walker,
<b>DISTRIBUTION</b>	None

**AGENDA ITEM 1**

**TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
1. JB welcomed new Trustee Alan Cooper to the meeting	Apologies were noted for Adam Walker		

**AGENDA ITEM 2**

**TITLE: MATTER ARISING / UPDATES FROM PREVIOUS MEETING**

DISCUSSION	Outcome /Action	who	Deadline
2: Trustees recorded the action notes were a true record of the previous meeting of 7 <sup>th</sup> October 2015.			

**AGENDA ITEM 3**

**Declaration of interest**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
1. John Bell declared his interest in item 4 - Liverpool Red Triangle club and Liverpool Veterans Project.	a. Trustees noted JB declaration of interest b. No further declaration of interest declared c. Annual declaration of interest form d. completed by new Trustee	AC	N/A  Complete

**AGENDA ITEM 4**

**Horizon scanning**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<b>Horizon scanning (opportunities and challenges)</b> 1. Liverpool Red Triangle Club and Liverpool Veterans Project – An outline of the paper of the proposed project was distributed in advance of the meeting. JB gave a more in depth account of the project – its history, potential outcomes and benefits to both Liverpool communities, Red Triangle club and the veterans. Trustees welcomed this opportunity for MSF to undertake a potential scoping exercise subject to resources available.	a. Provide feedback to the lead of the project that MSF are willing to support the project in terms of undertaking a feasibility study subject to resources b. Project brief is required for MSF if resources and agreement confirmed c. Update provided at the next Trustees meeting	JB	February 16

**AGENDA ITEM 5**

**Title: Strategy**

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p><b>Strategy</b></p> <p>1. JS gave an overview of the history of MSF and its purpose, outlining that since 2012 due to capacity, MSF has not developed as forecasted in its business plan (summary document provided with headline business plan objectives). The following observations were noted:-</p> <ul style="list-style-type: none"> <li>✓ Business plan on two pages with SMART objectives</li> <li>✓ Clear roles of responsibilities linked to priorities – Trustee leadership</li> <li>✓ Re instate formally links to newly appointed MSP Board</li> <li>✓ Focus on identifying two big jobs before 31<sup>st</sup> March 2016</li> <li>✓ Identify three big jobs for 2016-2017</li> <li>✓ Review capacity required for MSF</li> </ul>	<ul style="list-style-type: none"> <li>a. Product Business Plan based on 4 P’s</li> <li>b. Criteria for assessing projects</li> <li>c. Identify Trustee lead for each priority within business plan</li> <li>d. Assess the best ways of linking MSF and MSP with Chair Cameron Jones</li> <li>e. Produce a paper for capacity required</li> </ul>	JS	April

**AGENDA ITEM 6**

**Tactics**

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p><b>Tactics</b></p> <p>1: New funding activity report – JS presented a paper outlined New activity for the period May to December 2015 – see attached. The paper was welcomed by Trustees.</p>	<ul style="list-style-type: none"> <li>a. Add project lead to the report</li> <li>b. Add headline impacts (it was reminded that the report was to demonstrate new funding activity and impact reports were to be produced within each project. These will be provided)</li> <li>c. Reports produced for each meeting</li> </ul>	JS	March

**AGENDA ITEM 7**

**Operational**

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p><b>Operational items</b></p> <p>1. Review MSF website</p> <p>2. Human resources up date</p> <p>3. Financial summary of income over expenditure statement as of December 2015</p> <p>4. New Trustee paperwork</p> <p>5. Papers to sign (if appropriate)</p>	<ul style="list-style-type: none"> <li>a. To provide website link for Trustees to view and feedback (we are experiencing server difficulties – as soon as this is resolved the link will be sent.</li> <li>b. No further changes to staffing. See action note, item 5 D</li> <li>c. Budget summary provided to Trustees, income over expenditure.</li> <li>d. Provide a financial report for each meeting</li> <li>e. Paperwork signed – New Trustee. Details to be up loaded onto charity commission website</li> <li>f. No paperwork to sign</li> </ul>	<p>All</p> <p>Note</p> <p>Note</p> <p>JS</p> <p>JS</p>	<p>TBC</p> <p>March</p> <p>March</p>

**AGENDA ITEM 8****Closure of meeting**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
JB thanked Trustees for their commitment and active Participation in today's meeting. Dates where set:  Check and set dates for 2016 23 <sup>rd</sup> March 2016, 10.00 till 12.00 noon 18 <sup>th</sup> May 2016, 10.00 till 12.00 noon AGM – 15 <sup>th</sup> June 2016 Sept / October 2016	a. Trustees to note meeting dates b. Speak to Adam Walker	All JS	ASAP