

## MSF AGM

<b>MEETING DATE / HOST VENUE</b>	21 <sup>st</sup> July 2017
<b>SECRETARIAT</b>	Jean Stephens
<b>ATTENDEES</b>	John Bell (Chairman), Jean Stephens, Patricia Shenton, Alan Cooper, Adam Walker,
<b>APOLOGIES</b>	None
<b>DISTRIBUTION</b>	None

### AGENDA ITEM 1

#### TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
1.1 JB welcomed all to the AGM of 2017	None		

### AGENDA ITEM 2

#### TITLE: MATTER ARISING / UPDATES FROM PREVIOUS AGM MEETING

DISCUSSION	Outcome /Action	who	Deadline
2.1 - 12 <sup>th</sup> July 2017 Action notes were discussed	Trustees agreed action notes were a true record of AGM 2016	JB	N/A

### AGENDA ITEM 3

#### Declaration of interest

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
3.1 Annual declaration of interest 3.2 Meeting declaration of interest	a. All Trustees completed their annual declaration of interest form b. No further declaration of interest declared for the meeting	Trustees	21.07.17

### AGENDA ITEM 4

#### Appointments and Services

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
4.1 Trustees re appointment & roles 2017-2018	a. John Bell re-appointed as chairman approved b. Jean Stephens re-appointed as secretariat approved c. Patricia Shenton, Alan Cooper, Adam Walker re appointed as Trustees approved		21.07.17
4.2 Services reviewed and re- appointed 2017-2018	d. Oscar IP reviewed and re-appointed as independent accountant and advisor e. Tennyson Insurance reviewed and re-appointed		
4.3 Service level agreements for 2017-2018	f. DLP reviewed and re-appointed g. SLA reviewed and re-appointed for employment and research services for MSP		

**AGENDA ITEM 5****Verbal report by chairman**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
5.1 Chairman outlined key successful milestones achieved during 2016-2017 as shown in annual accounts ending 31 <sup>st</sup> March 2017	<a href="http://apps.charitycommission.gov.uk/accounTS/ENDS42/0001147342_AC_20170331_E_C.PDF">HTTP://APPS.CHARITYCOMMISSION.GOV.UK/ACCO UNTS/ENDS42/0001147342 AC 20170331 E C.PDF</a> Page 1	Trustees	21.07.17

**AGENDA ITEM 6****Audited statement for period ending 31<sup>st</sup> March 2017**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
6.1 Chairman outlined audited accounts prepared by independent financial accountant Oscar IP	Accounts approved and up loaded onto Charity Commission  <a href="http://apps.charitycommission.gov.uk/accounTS/ENDS42/0001147342_AC_20170331_E_C.PDF">HTTP://APPS.CHARITYCOMMISSION.GOV.UK/ACCO UNTS/ENDS42/0001147342 AC 20170331 E C.PDF</a>	Trustees	21.07.17

**AGENDA ITEM 7**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
7.1 Active Workplace presentation by Danny Woodworth	Comprehensive presentation was received by Trustees highlighting <ul style="list-style-type: none"> <li>✓ Successful outcomes of active workplace to date</li> <li>✓ Social benefits to employees</li> <li>✓ Economic benefits to employers</li> <li>✓ Up skilling of physical activity champions</li> <li>✓ Tool kit designed and developed as part of LCC commission</li> <li>✓ Bronze, Silver and Gold package model</li> <li>✓ Premium service under development</li> <li>✓ Brand development "Active workplace"</li> </ul>	DW	21.07.17

**AGENDA ITEM 8****Title: Date of next AGM and closure of meeting**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<b>8.1 DATE OF NEXT AGM</b> <b>8.2 AGM CLOSURE</b>	a. July 2018 b. Chairman thanked all trustees for their active contribution and acknowledged the great work MSF staff have undertaken and developed over the past 12 months	Trustees	