

Merseyside Sports Foundation Meeting

MEETING DATE / HOST VENUE	24 th September 2014, Merseyside Sports Partnership Offices
NOTE TAKER	Jean Stephens
ATTENDEES	John Bell (Chairman), Adam Walker, Jean Stephens, Patricia Shenton
APOLOGIES	None
DISTRIBUTION	None

AGENDA ITEM 1

TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
1. JB welcomed Trustees to the meeting of the Merseyside Sports Foundation			

AGENDA ITEM 2

TITLE: MATTERS ARISING / ACTIONS FROM PREVIOUS MEETING

DISCUSSION	Outcome /Action	who	Deadline
2. Trustees agreed action notes were a true record of the previous meeting held on the 21st May 2014			

AGENDA ITEM 3

TITLE: DECLARATION OF CONFLICT OF INTEREST

DISCUSSION	Outcome /Action	who	Deadline
3. Board members requested to express any declaration of interest	No conflict of interest from trustees		N/A

AGENDA ITEM 4

TITLE: BUSINESS PLANNING AND DEVELOPMENT

DISCUSSION	Outcome /Action	who	Deadline
4: Comprehensive discussion took place of the core areas within the MSF business plan 2014-2018 and highlighting Priorities and options as part of the action plan.	Areas of priority identified <ul style="list-style-type: none"> • Third party grants – organisations to be identified for small grants applications and submitted • Business development – IP to be identified 	Oaks / MSP JS	Ongoing Dec 2014

AGENDA ITEM 5

TITLE: HORIZON SCANNING FOR NEW OPPORTUNITIES AND CHALLENGES

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
4. Included in item 4 for this meeting			

AGENDA ITEM 6 /7**TITLE: HUMAN RESOURCES AND FINANCE ACCOUNTS**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
5. Staffing 5.1. Trustees discussed options for company secretary support – these included:- 5.1.1. Recruit externally 5.1.2. Recruit internally as additional hours to existing officer manager	Trustees agreed to offer additional hours per week to MSF officer manager over a 3 month period and monitor progress.	JS	Dec 2014
6. Accounts 6.1. Accurate account of income over expenditure to date presented to Trustees for 2014-2015 as of September 2014 2014	Trustees confirmed and endorsed accurate set of accounts Trustees requested up to date cash flow 2014-2017 for next meeting	JS	Dec 2014

AGENDA ITEM 5**TITLE: COMMISSIONED WORK**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
1. No to report at this meeting			