

## Merseyside Sports Foundation Meeting

<b>MEETING DATE / HOST VENUE</b>	4 <sup>th</sup> December 2014 Merseyside Sports Partnership Offices
<b>NOTE TAKER</b>	Jean Stephens
<b>ATTENDEES</b>	John Bell (Chairman), Adam Walker, Jean Stephens, Patricia Shenton
<b>APOLOGIES</b>	None
<b>DISTRIBUTION</b>	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 21 <sup>st</sup> November 2013. Action still outstanding include:-			
2.1. Management risk policy and register	Production of policy/register	JS	ASAP
2.2. Business plan 2014 – 2017/19 (Summary of business plan completed for discussion as part of agenda)	Full Business plan to be produced	AW	ASAP

### AGENDA ITEM 3

#### TITLE: DECLARATION OF CONFLICT OF INTEREST

DISCUSSION	Outcome /Action	who	Deadline
3. Board members requested to express any declaration of interest	<b>NO CONFLICT OF INTEREST FROM TRUSTEES</b>		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"> <li>Third party grants – organisations to be identified for small grants applications</li> <li>Business development – IP to be identified</li> </ul>	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	See above action		

**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  6. Accounts 6.1. Accurate account of income over expenditure to date presented to Trustees for 2012-2013 for period April-May 2014 6.2. End of year audited accounts for 2013-2014 6.3. Budget set for 2014-2015	Trustees agreed to offer additional hours per week to MSF officer manager over a 3 month period and monitor progress.       Trustees confirmed and endorsed accurate set of accounts End of year 2013-2014 accounts to be presented at next meeting and AGM prepared by accountant Trustees agreed budget for 2014-2015	JS	Dec 2014

**AGENDA ITEM 5****TITLE: COMMISSIONED WORK**

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