

Merseyside Sports Foundation Meeting

MEETING DATE / HOST VENUE	5 th June 2013, Merseyside Sports Partnership Offices
NOTE TAKER	Jean Stephens
ATTENDEES	John Bell (Chairman), Adam Walker, Jean Stephens
APOLOGIES	Patricia Shenton,
DISTRIBUTION	None

AGENDA ITEM 1

TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
1. JB welcomed Trustees to the fifth 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 8 th February 2013. There is no declaration of interest recorded by trustees for this meeting. Outstanding actions from previous meeting include:- 2.1. Management risk policy and register 2.2. Business plan – Trustees agreed to commit five business development days to explore options and opportunity for the next 3-5 years for the foundation.	Production of policy/register Business planning	JS ALL	Nov 2013 Nov 2013

AGENDA ITEM 3

TITLE: FORWARD OPPORTUNITIES & CHALLENGES

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
3. Horizon Scanning – JB invited all trustees to spend 10 minutes looking forward for opportunities and possible challenges for MSF.	Include options and thoughts into scheduled business planning sessions	ALL TRUSTEES	August / September 2013

AGENDA ITEM 4

TITLE: FORWARD PLANNING AND DEVELOPMENTS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
4. Business planning – see outstanding items in section 2.2			

AGENDA ITEM 5

TITLE: COMMISSIONED WORK

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
5. Dame Kelly Holmes contract – Service level agreement signed and early stages of planning	Report of progress	JS	Nov 2013

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

DISCUSSION		OUTCOME /ACTION	WHO	DEADLINE
6.	Staffing			
	6.1. Payroll established for two members of staff – office manager and researcher	Completed	JS	5th June 13
	6.2. Trustees to consider options for company secretary	To explore options	JS	Nov 2013
7.	Accounts			
	7.1. Accurate account of income over expenditure to date presented to Trustees for 2012-2013 for period April-June 2013	Trustees confirmed and endorsed accurate set of accounts	JS	Nov 13

AGENDA ITEM 7**TITLE: FUTURE DATES FOR DIARY**

DISCUSSION		OUTCOME /ACTION	WHO	DEADLINE
	21 st November 2013 10.00am at Daresbury Hotel, Cheshire	Confirm dates	All	