

## Merseyside Sports Foundation Annual General Meeting

<b>MEETING DATE / HOST VENUE</b>	5 <sup>th</sup> June 2013, 2.00pm – 3.00 pm Merseyside Sports Partnership Offices
<b>NOTE TAKER</b>	Jean Stephens
<b>ATTENDEES</b>	John Bell (Chairman), Adam Walker, Jean Stephens
<b>APOLOGIES</b>	Patricia Shenton,
<b>DISTRIBUTION</b>	None

### AGENDA ITEM 1

#### TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
1. JB welcomed Trustees and opened the inaugural annual general meeting of the Merseyside Sports Foundation. Apologies accepted from Trustee Pat Shenton.			

### AGENDA ITEM 2

#### TITLE: ANNUAL DECLARATION OF INTEREST

DISCUSSION	Outcome /Action	who	Deadline
2: Trustees completed annual declaration of interest form	To be kept on file	Jean Stephens	

### AGENDA ITEM 3

#### TITLE: CONFIRMATION OF APPOINTMENTS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
3: Trustees agreed appointments of:- <ul style="list-style-type: none"> <li>• Chairman – Mr John Bell appointed 17<sup>th</sup> August 2012</li> <li>• Secretary – Jean Stephens appointed 17<sup>th</sup> August 2012</li> <li>• Member – Pat Shenton appointed 17<sup>th</sup> August 2012</li> <li>• Member – Adam Walker appointed 13<sup>th</sup> November 2012</li> <li>• Oscar IP – Independent accountant and advisor – September 2012</li> <li>• Tennyson Insurance appointed – October 2012</li> <li>• DLP human resources appointed – September 2012</li> </ul>			

### AGENDA ITEM 4

#### TITLE: VERBAL REPORT RECEIVED FROM CHAIRMAN

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
4 Chairman provided a verbal report on MSF first year of operation May 2012- March 2013. He highlighted the following successes:- <ul style="list-style-type: none"> <li>• Processes and procedures established successful in human resources, indemnity and liability cover, accounts, budgets and all requirements from charity commissions and company house.</li> <li>• Staff successfully recruited – office manager (PT) and researcher (FT)</li> <li>• Commencement of business plan for the foundation</li> </ul> Areas to further develop in 2013-2014 include <ul style="list-style-type: none"> <li>• Completion of business plan (3-5 years)</li> <li>• Completion of financial plan</li> <li>• Recruit additional capacity as appropriate</li> <li>• Production of branding and logo</li> <li>• Production of equality, child welfare, risk management policy and processes</li> </ul>	All Trustees agreed with verbal progress report  To be a focus for 2013-2014	ALL	ONGOING

**AGENDA ITEM 5****TITLE: REPORT OF TRUSTEES AND UNAUDITED STATEMENT FOR PERIOD 21<sup>ST</sup> MARCH 2012 – 31<sup>ST</sup> MARCH 2013**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
5. JS tabled the report prepared by Trustees highlighted successful year of progress along with full statement of unaudited accounts for period 21 <sup>st</sup> March 2012- 31 <sup>st</sup> March 2013 prepared by Oscar IP accountants.	Report of Trustees and unaudited statement for period 21 <sup>st</sup> March 2012 – 31 <sup>st</sup> March 2013 confirmed and endorsed accurate report and set of accounts. Trustees signed report.  Oscar IP to send to company house and up load onto charity commission website.	OIP	Final deadline December 2013

**AGENDA ITEM 6****TITLE: GENERAL BUSINESS**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
No further business to report			

**AGENDA ITEM 7****TITLE: DATES OF NEXT ANNUAL GENERAL MEETING**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
June 2014 June 2015	Actual date to be confirmed	All	

**AGENDA ITEM 8****TITLE: CLOSURE OF ANNUAL GENERAL MEETING**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
Chairman thanked Trustees for the time and commitment and brought the annual general meeting to a close.			