

MSF Trustees meeting – Action Notes

Date	7 th February 2018, 10.00am till 12.00 noon (sandwiches will be provided)
Venue	MSP Office, Unit 1, Dakota Business Park, Skyhawk Avenue, Garston, Liverpool L19 2QR Telephone: 0151 427 3826
Attendees	John Bell – JB (Chairman), Alan Cooper (AC), Adam Walker (AW), Pat Shenton (PS)
Secretariat	Jean Stephens (JS)
In attendance	Calum Donnelly (CD), Jo Schumann (Jsch)
Papers	Hard copy of the papers were provided for all Trustees at the meeting

	Agenda items	Outcomes / Actions agreed	Deadline	Whom
1	Welcome, apologies and introductions	1. No apologies received by Trustees	N/A	Chair
2	Declaration of interest	2. No declaration of interest were received by Trustees for the meeting	07.02.18	Trustees
3	Matters arising / updates from previous meeting not on the agenda	3. Action notes were agreed as a true record of the meeting dated the 9 th November 2018	07.0218	PS, AW
4	Horizon scanning (opportunities and challenges)	4. To remain abreast of national and local trends, strategies, funding and developments that could have an impact on MSF/MSP positively and negatively	On going	Trustees
5	Strategy a. Foundation integrated into MSP	a. Trustees agreed to integrate MSF into MSP newly formed brand and website	June 2018	MSP Marketing Officer
	b. MSF Trading Subsidiary analysis	b. Following the completion of a detailed scoping analysis regarding the opportunities and challenges to develop MSF into a Trading Subsidiary - Trustee agreed not to pursue as it wasn't deemed necessary at this time, however, this item to be kept under review subject to potential trading options.	Kept under review	CD
	c. Products : Active Primaries (CD)	c Active Primaries produces were presented to Trustees as part of MSP pipeline	To note	Trustees
	d. Global active city label	d Trustees agreed to support Liverpool to become accredited Global active city	July 2018	JS
6	Tactics a. Income generation forecasts	a. Progress up date of products in the pipeline as part of 2018 - 2019 income generation were provided to Trustees	To note	JS

	b. Branding / Governance arrangements	b. A temporary site for Governance has been provided as part of the rebrand / website developments – see link http://theactivedifference.com/	To note	
7	Operational a. Human resources up date b. Financial summary of income over expenditure statement as of January 2018 (JSCH) c. Papers to sign (if appropriate)	a. No changes to report to Trustees were agreed b. Financial summary of 2017-2018 budget v expenditure were agreed c. No papers to sign at this meeting were agreed	To note 07.02.18	Trustees
8	Date of next meetings Set dates for 2018 6 th June 2018 5 th September 2018 - AGM 7 th November 2018	8. Trustees agreed all dates of subsequent meetings	To note	All
9	Closure of meeting	9. All Trustees were thanked for their active contribution. Meeting closed.	Trustees	Chair