

## Merseyside Sports Foundation (MSF) – Action Notes

<b>MEETING DATE / HOST VENUE</b>	7 <sup>th</sup> October 2015
<b>NOTE TAKER</b>	Jean Stephens
<b>ATTENDEES</b>	John Bell (Chairman), Jean Stephens, Patricia Shenton,
<b>APOLOGIES</b>	Adam Walker,
<b>DISTRIBUTION</b>	None

### AGENDA ITEM 1

#### TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
1. JB welcomed Trustees to the meeting	Apologies were noted for Adam Walker		

### AGENDA ITEM 2

#### TITLE: MATTER ARISING / UPDATES FROM PREVIOUS MEETING

DISCUSSION	Outcome /Action	who	Deadline
2: Trustees recorded the action notes were a true record of the previous meeting held on 16 <sup>th</sup> June 2015	1. Produce management risk policy and register	JS	31 <sup>st</sup> March 2016

### AGENDA ITEM 3

#### TITLE: DECLARATION OF INTEREST

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
3: Trustees were requested to declare any declaration of interest	1: No conflict of interest was declared by Trustees	All present	N/A

### AGENDA ITEM 4

#### TITLE: BUSINESS DEVELOPMENTS AND HORIZON SCANNING

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
4 Chairman invited Trustees to share any ideas, Opportunities or challenges. Points raised were:- <ul style="list-style-type: none"> <li>• Potential growth in research and insight services EG community engagement / business plans for schools</li> <li>• Marketing services</li> <li>• Potential opportunities linked to the new Board of Merseyside Sports Partnership</li> <li>• Changes in Government – new sports minister passionate about physical activity / health and wellbeing</li> <li>• DCMS strategy and Sport England Strategy 17-21</li> <li>• Potential partnering with other charities to raise funds</li> </ul>	1: Explore possibility of recruiting new Trustee from the excellent applications during MSP recruitment and selection	JS	21 <sup>st</sup> Jan 16

### AGENDA ITEM 5

#### TITLE: OPERATIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<ul style="list-style-type: none"> <li>• <u>Human Resources</u> – MSF are maintaining existing staffing levels, however, financial and compliance as increased significantly.</li> <li>• <u>Financial summary of income over expenditure</u> – Budget statement as year-end 31<sup>st</sup> March 2015 was presented to Trustees for consideration along with budget for 2015-2016</li> </ul>	1: Review of capacity required and present a paper to Trustees at next meeting for consideration 2: Trustees agreed budget statement as September 2015 3: Trustees agreed budget setting for	JS  All  All	21 <sup>st</sup> Jan 16  31 <sup>st</sup> Mar 16

	2015-2016, however would like to see a budget set for £50,000 - £100,000 for income generated 2016-2017		
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**AGENDA ITEM 6**

**TITLE: PAPERS TO SIGN**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
6: No papers required signing	1: No action required		

**AGENDA ITEM 7**

**TITLE: DATES OF NEXT MEETING**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
9 <sup>th</sup> December 2015, 10.30-12.00noon – cancelled due to illness 21 January 2016	Set dates for 2016	All	21 <sup>st</sup> Jan 16

**AGENDA ITEM 8**

**TITLE: CLOSURE OF MEETING**

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