

Merseyside Sports Foundation Meeting

MEETING DATE / HOST VENUE	12 th December 2013, Merseyside Sports Partnership Office, Unit 1 Dakota Business Park, Skyhawk Avenue, Liverpool L19 2QR
SECRETARY	Jean Stephens
TRUSTEES	John Bell (Chairman), Patricia Shenton, Jean Stephens, Adam Walker
APOLOGIES	None

AGENDA ITEM 1 TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

John Bell welcomed the Trustees to the third meeting of the Merseyside Sports Foundation.

AGENDA ITEM 2 TITLE: MATTERS ARISING FROM THE PREVIOUS MEETING

ACTIONS	PERSON RESPONSIBLE	DEADLINE
Trustees agreed action notes were true representation of the previous meeting and all actions have been completed as per the timescale. JB welcomed new Trustee – Adam Walker to MSF and thanked him for his time and dedication in supporting MSF through its business planning processes.		

AGENDA ITEM 3 TITLE: BUSINESS PLAN FOR MERSEYSIDE SPORTS FOUNDATION

ACTION	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Business Planning <p>AW guided trustees through a business plan template which had been initially developed in Merseyside and subsequently through other models of good practice has evolved into a comprehensive business plan. This will allow the foundation to populate its opportunities and see how this generates added value to Merseyside Sports Partnership outcomes and vice versa.</p> <ul style="list-style-type: none"> • Memorandum of understanding and cooperation between MSF and MSP <p>Actions:</p> <ol style="list-style-type: none"> 1. To populate the business plan a head of the next foundation meeting 2. To review MOU and how this fits with the business plan 	<p>JS / AW JS/AW</p>	<p>8TH FEB 13 8TH FEB 13</p>

AGENDA ITEM 4 TITLE: IN THE PIPELINE BUSINESS

ACTION	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Dame Kelly Holmes – On Track Programme <p>JS gave a summary up date of the programme which included:-</p> <ul style="list-style-type: none"> • Total investment over 4 years of £100K (inclusive of capacity & delivery funding) • Partnership agreement signed • Initial contract and planning meeting scheduled for 4th February 2013 • Potential roll out of programme May 2013 (inclusive of planning) • Capacity to be used to sustain current apprentice an additional two years <ol style="list-style-type: none"> 1. Trustees agreed to sign the contract 2. Progress reports to be presented at a suitable meeting 	<p>JB JS</p>	<p>8^H FEB 13 12TH JULY 13</p>
<p>3. Sefton Pregnancy Brief</p> <p>JS gave a summary up date of the brief which included:-</p> <ul style="list-style-type: none"> • Total investment of £60K (inclusive of £10k capacity funding) • Project in infancy and will provide an update at next meeting 	<p>JS</p>	<p>8TH FEB 13</p>

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AGENDA ITEM 5 TITLE: ACCOUNTS PROFILE

ACTION	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Income received to date £40,000 Expenditure to date: £1,657 Accounts to be prepared by Oscar IP accountants two weeks after quarter end period and in line with future Trustee meetings of April, July and September 	JS	

AGENDA ITEM 6 TITLE: FUTURE MEETING DATES AND CLOSURE OF THE MEETING

ACTION	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> 18th April 2013, 2.30pm* at Daresbury Hotel, Cheshire 12th July 2013, 10.30 am at Daresbury Hotel, Cheshire 13th September 2013, 10.30am Daresbury Hotel, Cheshire 	ALL TRUSTEES	
*JS and aw will meet earlier on business development		