

Merseyside Sports Foundation Meeting

MEETING DATE / HOST VENUE	17 th August 2012 – 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
APOLOGIES	None

AGENDA ITEM 1 TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

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

AGENDA ITEM 2 TITLE: PROGRESS / UPDATES ON MSF OPERATIONS

ACTIONS AGREED	PERSON RESPONSIBLE	DEADLINE
Chairman – John Bell guided Trustees through the following progress updates and further information:		
1. Charitable status		
a. Merseyside Sports Foundation is a registered charity as of 21 st May 2012, registration number: 1147342. <u>Action: Bank details to be uploaded onto charity commission website once approved by the Cooperative Bank – see point 2 below.</u>	JS	SEPT 2012
2. Bank identification		
a. Comparison of charity banks has been undertaken by Trustees. Trustees agreed to open a bank account with The Cooperative Bank – Community Direct Plus account. All paperwork signed. <u>Action: Waiting for approval / decision by bank manager.</u>	JS	SEPT 2012
3. Articles of association	N/A	
a. Provided Trustees with a fresh copy of the articles of association. Chairman reminded Trustees of the resolution to the original objectives which now have been agreed. <u>Action: none required.</u>		
4. Memorandum of understanding & cooperation between MSF and MSP	ALL TRUSTEES	SEPT 2012
a. Draft MOU distributed to Trustees with an explanation of the purpose of the document. This MOU will be signed by both chairs as an agreement of working together to complement common areas of work. <u>Action: Trustees requested to read and provide feedback on the document to secretary.</u>	JS	SEPT 2012
5. Identification of additional trustee		
a. Following a discussion with Trustees, it was agreed to recruit of an additional Trustee who is experienced in /or business development, fund raising, grants, marketing. <u>Action: Adam Walker to be approached to seek his interest as a Trustee. Upon is agreement, register his details on charity commission website.</u>		

AGENDA ITEM 3 TITLE: BUSINESS PLAN FOR MERSEYSIDE SPORTS FOUNDATION

ACTION	PERSON RESPONSIBLE	DEADLINE
1. Business plan for MSF – JB opened the discussion on the need for MSF to have its own business plan. This will identify developments and opportunities that underpin the articles of association of the Foundation. Trustees noted that the business plan needs to be reflective, realistic and based on the assessment criteria developed by Trustees. <i>Action: Trustees agreed to use the next meeting to shape the business plan.</i>	ALL TRUSTEES	SEPT 2012

AGENDA ITEM 4 TITLE: OTHER AREAS TO BE CONSIDERED FOR FURTHER MEETINGS

ACTION	PERSON RESPONSIBLE	DEADLINE
1. Managing risk policy and register	ALL TRUSTEES	ON GOING
2. Business Plan		
3. MOU		
4. Policies recommended by charity commission <ul style="list-style-type: none"> • Conflict of interest • Good Governance 		

AGENDA ITEM 5 TITLE: ANY OTHER BUSINESS

ACTION	PERSON RESPONSIBLE	DEADLINE
None to report at this meeting		

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

ACTION	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Monday 17th September 2012, 4.00 at MSP Offices • Tuesday 13th November 2012, 4.00 at MSP Offices • Tuesday 18th December 2012, 1.00 at MSP Offices 	ALL TRUSTEES	

AGENDA ITEM 7 TITLE:

ITEMS	PERSON RESPONSIBLE	DEADLINE