

# Merseyside Sports Foundation

## AGM Trustee Board Meeting

### Action Notes




<b>Date &amp; Time</b>	15 <sup>th</sup> July 2020 - 10:00am – 11:00pm
<b>Venue</b>	Virtual Zoom Call
<b>Trustee Board Member (BMs) Attendees</b>	John Bell ( <b>JB</b> ) (Chair); Jean Stephens ( <b>JS</b> ); Adam Walker ( <b>AW</b> ); Tom Douglas ( <b>TD</b> ); Pat Shenton ( <b>PS</b> ); Alan Cooper ( <b>AC</b> ).
<b>MSP Team Members</b>	Brendan McCrudden ( <b>BMcC</b> ) (Business Improvement Officer); Kerry Stewart ( <b>KS</b> ) (Strategic Lead for Business Improvement); Calum Donnelly ( <b>CD</b> ) (Strategic Lead for Children and Young People); Andrew Wileman ( <b>AWL</b> ) (Strategic Lead for Adults and Workforce).
<b>Guests In attendance</b>	None
<b>Apologies</b>	None
<b>Distribution (internal &amp; external)</b>	www.theactivedifference.com, MSP Team.

	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	<b>Introduction</b>			
	a. Welcome, apologies and introduction	JB welcomed the Trustees, and MSP team members to the meeting. Apologies: None	JB	
	b. Action Notes from Last Meeting	<b>Outcome:</b> Action log and minutes was reflected as a true record.	JB	

	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	<b>Declarations of Interest</b>			
	Declarations of Interest	Jean – Seconded Kerry Stewart to work at Wirral Evolutions.	JS	

	Headlines from Discussion	Outcome / Actions	Who	Deadline
3	<b>Government Arrangements</b>			
	a. Vote for chair	TD proposed JB to remain as chair. AW seconds the motion. <b>Outcome:</b> All trustees vote for JB to remain Chair of Merseyside Sports Foundation.	TD ALL	

<b>b. Appointment of Trustees</b>	<p><b>Outcome:</b> JS informed she will be stepping down as a Trustee effective immediately. JB, all Trustees and MSP Leadership Team acknowledged and thanked JS for her contribution to The Foundation.</p> <p><b>Outcome:</b> The remaining Trustees agreed to remain in post for another year.</p>	<b>JS</b>  <b>ALL</b>	
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	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	<b>2019/2020 Financial Accounts</b>			
	<b>a. MSF Financial Report Overview for 2019/20 and approval of auditors for 2019/20</b>	<p>KS gave an overview of the MSF Financial Report for 2019/20 and overview of the approval of the audit for 2019/20 (See below documents below).</p> <div style="text-align: center;">    </div> <p>Appendix 1 - MSF Financial and Annual Summary 2020-21 DR    Appendix 2 - Budget    Appendix 3 - Auditor Quote.pdf</p> <p>Key points of note;</p> <ul style="list-style-type: none"> <li>• Additional income brought in through the year - Successfully secured Violence Reduction Funding in partnership with Healthy Stadia; Successfully secured a funding opportunity to support Mind's Physical Activity team to become a Hub and be responsible for a Regional Network of sport, physical activity and mental health organisations.</li> <li>• Total funds carrying forward as of 31.3.20 is £217,002, an increase from £212,748 the previous year</li> <li>• Potential salary increase above 1% regular salary costs, due to Liverpool City Council predicted pay rise (unconfirmed) of 2.75%. If the percentage rises it will have an impact on costs.</li> </ul>		

		<p>The board acknowledges the great work and effort of Kerry Stewart and Jo Schumann.</p> <p><b>Challenge:</b> KS challenged the idea of how to make costs to the Foundation cost neutral. Could we look to make costs like; training budget, account, DLP, licences, website, Quick books and Mailchimp being built into future funding and programme money. This is so The Foundation isn't absorbing the costs. Trustees acknowledged that these costs should be built into funding bids and revenue opportunities.</p> <p>JS commented on the importance The Foundation doesn't go mission drift, as it develops further over the coming years, because there is a risk that The Foundation could be a threat to MSP in the future.</p> <p><b>Action:</b> KS will provide a second quote and recommendation to the board next meeting with regards to an auditor.</p>	<b>KS</b>	<b>21 OCT 20</b>
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	Headlines from Discussion	Outcome / Actions	Who	Deadline
<b>5</b>	<b>AOB</b>			
	AOB	<p>No items raised.</p> <p>JB closed the meeting.</p>	<b>JB</b>	