# Merseyside Sports Foundation

**AGM Trustee Board Meeting**

**Action Notes**

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| **Date & Time** | **22nd July 2021 - 10:00am – 11:00am** |
| **Venue** | Virtual Zoom Call |
| **Trustee Board Member (BMs) Attendees** | John Bell (**JB**) (Chair); Adam Walker (**AW**); Alan Cooper (**AC**). |
| **MSP Team Members** | Tom Douglas (**TD**) (Director of MSP); Brendan McCrudden (**BMcC**) (Business Improvement Officer); Calum Donnelly (**CD**) (Strategic Lead for Children and Young People); Andrew Wileman (**AW**) (Strategic Lead for Adults and Workforce); Jo Schumann (**JS**) (Office Manager). |
| **Guests In attendance** |  |
| **Apologies** | Pat Shenton (**PS**) |
| **Distribution (internal & external)** | www.theactivedifference.com, MSP Team. |

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|  | **Headlines from Discussion** | | **Outcome / Actions** | **Who** | **Deadline** |
| 1 | **Introduction** | | | | |
| **a. Welcome, apologies and introduction** | JB welcomed the Trustees, and MSP team members to the meeting.  Apologies: Pat Shenton | | **JB** |  |
|  | **b. Declarations of Interest** | No declarations from Trustees. TD declared he is the Director of MSP. | | **JB** |  |

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| 2 | **Governance Arrangements** | | | |
|  | **a. MSF Financial Report 2020-21** | JS gave an update to the Trustees about the MSF Financial Report 2021.  **Outcome:** Trustees recognised and approved the MSF Financial Report is a true and accurate record. | **JS** |  |
|  | **b. Approval of Auditors for 2020-21** | JS gave an update to the Trustees about the current auditors for the Foundation and provided a competitive quote.  **Outcome:** Trustees voted and agreed to keep the current auditor for the Foundation. | **JS** |  |
|  | **c. Policies Update** | CD gave an update to the Trustees about the current policies for the Foundation.  **Outcome:** The policies update is ongoing and a small team has been created to review and update the policies. | **CD/AC** |  |

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| 4 | **Appointments** | | | |
|  | **a. Trustee services (intent of another year of service)** | **Outcome:** JB and AC have pledged their intent to remain Trustees for the next year.  **Action:** AW to confirm to TD about his intent to remain on the board. | **JB**  **AW** | **13th AUG 21** |
|  | **b. Team recruitment** | CD gave an update to the Trustees about the status of the Trustee recruitment.  **Outcome:** Recruitment has started with advertisements, emails and social media posts to gather applicants. | **CD** |  |

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|  | **Headlines from Discussion** | **Outcome / Actions** | **Who** | **Deadline** |
| 4 | **AOB** | | | |
|  | **a. AOB** | None |  |  |