

IRONBRIDGE AND SEVERN GORGE LIONS CLUB CIO

TRUSTEE BOARD MEETING

15 Ashtree Park Horsehay

8.00 pm Friday 4th April 2022

Members: Charlie Miller (President)
Jill Marsh (Treasurer)
Colin Thompson (Secretary)
Graham Powell (Elected Trustee)
Jane Turner-Bragg (Elected Trustee)

- 22/009** The President welcomed Trustees and thanked Graham and Colin, for organising, respectively, the Charter dinner and the prostate testing event. A letter of thanks had been received from the DG.
- 21/10** Minutes of the meeting on 7th January 2022 were accepted as an accurate record.
- 22/11** **Matters arising**
21/29.5 Colin reported that the Repeat of GDPR is in progress and most people had responded.
21/29.6 Dehumidifiers – no action as we had received no response from Kendal Lions regarding the return of the borrowed units.
02/04 GFCT – Colin confirmed that the credit balance of £1512 had been brought to account against or bill from Graham Fulford for the March 2022 test event.
02/06 Colin apologised for the fact that issue of Proxy voting at the AGM had not been actioned. He will pick it up in time for the next General Meeting.
- 22/12** **Accounts and Treasurer's report for quarter ended 31/3/22**
Jill's report had been distributed before the meeting. Graham suggested a minor amendment to make "Prostate" a separate line item on in the accounts to ensure that, when we come to the next event, we have a figure against which we can compare.
- 22/13** **Gift Aid claim 20/21 and 21/22** . Colin reported that the need to complete our Gift Aid claim is on his To Do list. There is a considerable amount of work to be done in listing the name and address details of donors, but this will be done in the near future.
- 22/14** **Information and web site vulnerability issues** Colin presented his paper entitled "Information and web site vulnerability issues" which is attached as

an appendix to these minutes. There was general support for the conclusions and the recommendations set out in the paper and Graham suggested that, in addition to the issues raised in the paper, we also have single point of contact vulnerabilities in many areas of our activity. Having the website in the ownership of the club is fine, but it solves only part of the problem if no-one other than Colin knows the password to access the site and the process involved in updating it. Much the same applies to the twitter and Facebook accounts and to our relationships with external organisations such as the Graham Fulford trust. He suggested that we should aim to identify and to document all these single point of contact areas as a matter of urgency – ideally by the end of May. As a first step in this process, Colin undertook to prepare a paper on resilience for the April business meeting.

22/15 **Trustee group - Year end transition arrangements** Colin explained that this was intended as a reminder that we need to ensure that our new trustees are fully briefed before they take up their responsibilities on 1st July. Jill confirmed that she has arranged a handover session with Jo Dolan, and it was agreed that we need to arrange a briefing session with the new trustee group before the end of the year.

22/16 **Review objectives and targets for 21/22** Graham presented the statement of the objectives.

22/17 AOB

1. Graham raised the following:

- Email from Peter Nixon called “Assistance for Ukraine in crisis” regarding providing donations for three support facilities for Ukrainian refugees (2 in Poland 1 in Ukraine) plus support for families to be hosted in the Telford area. His recommendation was that any international we give for Ukrainian refugees should be through the established aid agencies as part of DEC and that we hold off from providing support for incoming refugees until we have a better idea of need. There was general support for this approach, and it was agreed that Graham should respond accordingly to Peter Nixon.
- He is meeting Rotary on Wednesday 6th April with Colin, Jane, and John Foley to discuss a joint involvement in the proposed Festival of Imagination.
- He described his recent investigations to discover the purpose of two UK-based Lions foundations LCIF-UK, and LCI-MD105CN. It is not clear whether these foundations are independent or whether they are merely conduits to LCIF. These efforts have so far been unsuccessful. There was general agreement that until we establish some clarity around the whole question of the strategic direction of LCIF and associated charities, we should focus our support donations on charities which fall within the oversight of the UK Charity Commission
- He reported that he had received a request for a TV for another Afghan family which had moved into the area. It was agreed that, since we still have

headroom within the £1000 originally agreed, he could purchase another unit at around the same price (£175) as the first one.

2. Jill mentioned the problems which we had with Tesco's in relation to the food supply for prostate. She had in mind that we should ask the Madeley Community café to provide the food next year. There was general support for that approach.
3. Jane raised the question of whether we should consider doing anything for the upcoming Platinum Jubilee. It was agreed that she should raise it at the business meeting on the 14th April.
4. Colin gave brief details of the results of the Prostate testing on 14th March. We had a significant number of Covid-related cancellations in the week before the event and we also had 42 no-shows. Against this background he had provisionally arranged a follow-up test event with 70 spaces on 7th May and he will seek formal approval to that at the April business meeting.
5. This being the last meeting of the year, Trustees thanked Charlie for his leadership over the past 18 months and Jill for her 12 years as treasurer.

Appendix

Information and Web site vulnerability issues

At the October trustee meeting I suggested that we have a significant vulnerability in relation to both information (such as minutes and other documents) and information services (such as the club web site). Since both the document archive and the web site are effectively held in my personal ownership, the club would lose access both to past documents and the web site itself, were I to disappear at some point.

We agreed at that time that we needed to take action to reduce or, ideally, eliminate that vulnerability. Since then, I have brought together the minutes of all club meetings held since I took over as secretary 4 years ago and my plan now is to create a repository which will not be vulnerable to the demise of any individual member, and which can be maintained and updated going forward. We now just need to agree how and where this repository should be held.

My initial intention was to place a copy of the archive on a USB stick or some other removable device to be held by another nominated member. That would reduce the vulnerability but not eliminate it – the removable device would inevitably go missing at some point, the update process would be complicated and there would be no online member access to the archive. An alternative option would be to hold the archive on-line in a repository held in the name of the club, rather than any individual. This option would involve an ongoing cost of around £5 per month for the online storage and of course it would not reduce the vulnerability around the website.

My preferred option would be to create the document archive within the member area of the club's web site. This would make it easy to update the archive over time and would bring all our member information together in one place and make it easily accessible to members. However, this solution would clearly not be an option while the web site itself is subject to the vulnerability which comes with my ownership.

There is of course no reason why we should not move the existing web site to the ownership of the club and then create the online archive as part of the member area as suggested above. There is however a significant cost issue. There are 2 elements to the cost of running a web site - the annual cost of the Domain name (currently £15 per year) and the cost of hosting that domain by an internet provider (currently around £170 per year). The hosting charge is per customer rather than per domain, so at the present time the club web site sits behind my other web sites and effectively gets a free ride, other than the cost of the domain name. The downside of that arrangement is of course that, were I to disappear, so too would the web site.

Conclusion and recommendation

Taking into consideration all the above, I conclude that, notwithstanding the cost implications, it is now time for the club to consider taking ownership of the web site and of the responsibility for hosting it. This would provide a solution to both areas of vulnerability since the document archive would be held within the web site owned by the club and would allow for the secure provision of a comprehensive document archive which would be readily accessible to all members, and which could be easily maintained on an ongoing basis.

Switching ownership to the club would be relatively simple, particularly if we stay within the internet provider that I use (Just Host).

Trustees are invited to consider the options and to agree a recommendation to go to the business meeting.

Colin Thompson