

IRONBRIDGE AND SEVERN GORGE LIONS CLUB CIO

TRUSTEE BOARD MEETING

15 Ashtree Park, Horsehay, TF4 2LD

03 April 2024

Trustees:	Graham Powell	(Chairperson and Treasurer)
	Andrew Pilsbury	(Secretary)
	Jane Turner Bragg	(Elected Trustee)
	Martin Lang	(Elected Trustee)
Trustee elect attendee's:	Siobhan Kilbane	(ISGL Member)
	Colin Thompson	(ISGL Member)
Apologies	Kevan Gabbitas	(ISGL Member)

Welcome

Graham formally welcomed all trustees and prospective trustees to the March meeting.

Minutes of meeting 03/01/2024

Graham took members through the meeting minutes and reviewed actions.

Accuracy of the minutes were agreed by members following a number of minor amendments being made.

Matters Arising

- 1. Action:** *Colin and Andy to collate all current RA templates, review format, update and file centrally on ISGL website.*
Update: The above action remains ongoing. Colin/Andy to update members further when RA project finalised.
- 2. Action:** *Andy to confirm community service subcommittee chair position*
Update: Andy spoke to current community service subcommittee chair and the chairperson has indicated he no longer wishes to continue with the role.
- 3. Action:** *Andy to speak to David Liddle to update on Trustee thoughts*
Update: Action closed as DL is not taking this forward
- 4. Action:** *Andy to liaise with David Liddle to review and agree Due Diligence checklist.*
Update: Action closed. Andy liaised with David who fed back thoughts on checklist.

Trustee Forward Planning responsibilities and Strategy

Graham gave a comprehensive overview of forward planning thoughts for the coming year and tabled a strategy paper outlining a proposal enabling trustees to take ownership and lead on club activities. The proposal consisted of six headline activities to include:

- ❖ Club promotion and membership.
- ❖ Events.
- ❖ Health.
- ❖ Fundraising.
- ❖ Food.
- ❖ Community services.

Following a member discussion all trustees were in favour of the proposed way forward and agreed to own/lead on their nominated activity. The below identifies the activity ownership for 2024/25.

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|----------------------------------|-------------------|
| ❖ Club promotion and membership. | Siobhan Kilbane |
| ❖ Events. | Kevan Gabbitas |
| ❖ Health. | Colin Thompson |
| ❖ Fundraising. | Jane Turner Bragg |
| ❖ Food. | Andrew Pilsbury |
| ❖ Community services. | Graham Powell |

Graham confirmed that he will update ISGL club members of the above proposal at the 11th of April business meeting.

Membership

Martin updated trustees regarding a recent decision he has made pertaining to his current membership of the club. Martin has decided to step down as an ISGL member as of 30th June 2024 but reaffirmed his wish to remain a supporter (previously known as a Friend) of the club going forward.

Graham thanked Martin for his work and input into the club and wished him well with future endeavours. All other meeting attendees reaffirmed their thanks to Martin.

At this point Andy also advised members of a recent communication received from lion Jo Dolan who also advised that she wishes to step down as a member of the club as of 30th June 2024 and remain a supporter.

Action: Andy to update MyLCI 1st week June 2024 to reflect club leavers.

Andy confirmed current ISGL member numbers to date (24) and Colin advised he is in communication with two potential new members. Colin confirmed he will update members accordingly regarding potential new members.

Graham discussed a proposal concerning John Toll who has been an active club member for over 40 years and asked trustees for their thoughts regarding life membership for John aligning to the life membership awarded last year to Gordon Weston.

Trustees overwhelmingly agreed to replicate the life membership process recently awarded to Gordon and Graham agreed to purchase Tankard and life membership certificate which will be presented to John at an agreed social event later in the year.

Action: Graham to arrange life membership items in readiness for presenting to John T at agreed social event.

Finance

Graham updated members fully on current financial position of the club.

The quarter end closing balances were noted as:

- Admin account **£3,298.29**
- Charity Account **£37,432.97**

As at the meeting date the Charity Account free balance stands at **£30,079.36**

Graham tabled a revised charity account budget document highlighting potential year end balance taking into account expenditure and donation values to date along with proposed donation values to year end.

The document notes an opening balance as at 01/04/24 of £37,432.97. When taking the income and expenditure into account the budgeted closing balance as at 30th June 2024 would be **£33,793.00**.

Taking into account the reserved and restricted items this leaves the budgeted free balance year end figure at **£28,224.00**.

Members took note of the budget document.

Graham again reiterated the need to draft a charity account budget for year 2024/25 and agreed to set a date for compiling the budget document.

Action: Graham to set date for compiling 1st draft 2024/25 charity account budget

In closing the finance section, Graham updated trustees with a comprehensive overview of the current LCIF financial position.

Trustees took note of this information.

AOB

Graham proposed dates for Trustee Board meetings 2024/25.

Meeting venue will be 15 Ashtree Park with the meetings commencing at 8pm. Proposed meeting dates are:

- ❖ Wednesday 3rd July 2024.
- ❖ Wednesday 2nd October 2024.
- ❖ Wednesday 8th January 2025.
- ❖ Wednesday 2nd April 2025

There being no further business Graham formally closed the meeting at 9.35pm