

IRONBRIDGE AND SEVERN GORGE LIONS CLUB CIO

TRUSTEE BOARD MEETING

15 Ashtree Park, Horsehay, TF4 2LD

02 July 2024

Trustees:	Kevan Gabbitas	(President and Chairperson)
	Graham Powell	(Treasurer)
	Andrew Pilsbury	(Secretary)
	Jane Turner Bragg	(Elected Trustee)
	Siobhan Kilbane	(Elected Trustee)
	Colin Thompson	(Elected Trustee)

Welcome

Kevan formally welcomed all trustees to the July meeting.

Minutes of April 3rd 2024 meeting

Kevan took members through the meeting minutes and reviewed all actions.

Accuracy of the minutes were agreed by trustees.

Matters Arising

- 1. BF Action:** *Colin and Andy to collate all current RA templates, review format, update and file centrally on ISGL website.*

Update: Following much member discussion, members agreed that a suitable risk assessment document is available to be utilised should there be a requirement for a RA to be completed for a specific event. Andy noted that we (the club) may be at risk if we do not have the capability to complete specific event RA's. It was agreed that a list of club events be drawn up by nominated persons (yet to be defined) to conclude this Health and Safety matter.

Action: President to take forward and discuss at July business meeting

The three remaining actions were noted as closed.

2024/25 Strategy

Kevan questioned trustees on their thoughts and commitment to their allocated areas regarding the 2024/25 strategy as he wanted to be clear that all trustees are supporting the strategy going forward.

All trustees fully supported the strategy and gave the below brief updates:

Jane noted that although time allocation to fundraising activities is an issue currently due to work commitments she remains committed to this element of the strategy and gave a comprehensive update on Tesco and lottery funding activities.

Kevan confirmed that we are ok on events. Andy noted that a revised July '24 to June '25 events calendar has been produced however has concerns that post December '24 there are very few events noted. Andy further confirmed the revised future events calendar will be tabled at July business meeting for discussion and update.

Shiv noted that she continues to work on new membership activities and although has minimum experience with marketing process' she has drafted a marketing plan which will be available and be tabled at July business meeting. Shiv and Graham noted that we (The Club) have a need to understand our marketing objectives along with the correct delivery vehicle to deliver these. Graham noted that "it's not a new website we need but new content" Jane reiterated the good work Shiv is carrying out currently as her current marketing activities are identifying a new audience. Shiv again reiterated her commitment to the strategy.

Colin noted he remains focussed on two elements of health programmes which encompass a focus on prostate screening and spectacle collection. Colin confirmed that we have had a good run-on spectacle collection and there is now a need to deliver them to HQ. Colin further confirmed that there is an intention to run a prostate screening programme early in the new year.

Graham confirmed all is going well with Community Service activities and gave a brief overview of current activities.

Forward Planning

The 2024/25 strategy was again discussed and Kevan asked if we (The trustees) should be considering 2025/26 activities. Trustees agreed that this meeting was too early to discuss 2025/26 activities.

Concerns were again noted that we have very few events planned/confirmed between now and June next year. The following events were discussed however trustees agreed there is a need to work on confirming events post December 2024. Remaining events this year include:

- 1 more SOB
- Coracle Regatta
- Food
- 1 Santa & Sleigh

Kevan noted that we can add two further Santa & Sleigh events to the calendar and Jane noted the Fashion Show event planned for September 6th

Trustees reiterated the need to confirm more events post December 2024.

TAR.

Kevan deferred the TAR action to Graham in light of Graham's knowledge of compiling previous documentation. Graham noted that the TAR should also include the annual financial statement and the TAR document should be compiled by the current club President.

Graham noted that as he has produced the previous three TAR' and financial statements. He would be grateful if this task was carried out by other persons. Kevan noted this and offered that Andy and he will liaise to produce the 2023/24 TAR and financial statements.

Graham again offered his assistance with information and noted the process and deadlines for TAR compilation. Deadlines include:

- 1st Draft September
- Trustee meeting sign off October
- Finalised and signed off in January 2025
- Tabled at AGM March 2025

Trustee Responsibilities.

Andy noted that this agenda item duplicates 2024/25 agenda items therefore trustees moved on to next item.

Membership.

Kevan asked trustees "how do we attract new members" however Graham asked "do we need or want to increase the membership"

Colin noted the challenges we currently have in respect of age profile of current members with the time and availability to commit to events and attracting new members who are in full time employment and with the best will in the world do not have time to devote to club events.

Trustees agreed that we have a larger membership when set against previous years however the membership time availability is not increasing.

Discussions ensued regarding high numbers of events set against membership availability and should we look at reducing activities.

Jane noted that activities/events we carry out should first and foremost be "fun" things to attend.

It was agreed that a club strategy be discussed and developed which will look at events and membership availability.

Finance:

Graham directed Trustees to his Q4 finance report and noted the closing balances for both Admin and Charity accounts. It was agreed that the numbers be recorded as follows:

➤ Admin account closing balance to C/F	£3,726.88
➤ Charity account closing balance to C/F	£36,341.53

We have 2 items of restricted and reserved funds which impact on our free balance which include:

➤ Restricted	Flood fund	£3,068.60
➤ Reserved	Prostate Screening 24/25	£2,500.00

When taking the above restricted and reserved values into account the closing free balance is to be recorded as **£30,772.93**

Graham also took trustees through two further papers to include:

- Statement of Financial Activities for year ending 30th June 2024
- Statement of Assets and Liabilities as at 30th June 2024

Trustees noted contents of the reports.

2024/25 Budget Plan

Graham asked trustees for their opinion on the need for a charity account budget in light of minimum responses from members regarding the 2024/25 budget proposal which is now at version five.

Trustees overwhelmingly agreed the need for a charity budget plan and it was agreed that the latest version will be fully discussed at the July business meeting.

It is to be recorded that V5 of the 2024/25 charity budget realises a free balance of £27,844.00 when taking all income and expenditure items into account.

It is to be noted that the budget plan identifies higher expenditure levels than income levels for the year. Colin noted that we (the club) have scope presently to deal with the identified deficit.

All trustees supported V5 of the charity account budget plan.

Restricted Funds Proposal

Graham tabled a paper entitled “Ironbridge Lions Charity Account – Restricted Funds” and asked all Trustees to debate contents of the paper and to reach an agreement on the proposal. The proposal is outlined thus:

- “To reduce the restricted amount (£3,068.05) to £1,136.00 and release £1,932.00 into a pot restricted to Prostate Screening”

Trustees fully debated the contents of the report (4 pages of detail) and agreed to reduce the amount of restricted funds as set out in the paper and release £1,932.05 into a Prostate Screening pot.

AOB

No AOB was noted

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