

IRONBRIDGE AND SEVERN GORGE LIONS CLUB CIO

TRUSTEE BOARD MEETING

48 Coniston Drive, TF2 9QP

04 October 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 October meeting.

Formal apologies were noted for Jane

Minutes of July 2nd 2024 meeting

Kevan took members through the meeting minutes.

Andy noted that he had received three suggested amendments and took members through the amendments. Andy agreed to amend the minutes to reflect the suggested changes and to send revised minutes to Colin to file in the members section of our website.

Subject to the amendments being made, trustees present formally approved the July minutes as an accurate reflection of the meeting.

Matters Arising

No matters arising were discussed.

Strategy/Aim

Kevan outlines to trustees his personal view regarding the aims for the club for the remainder of his presidential term.

Trustees questioned the lack of a formal document outlining the club strategy for 2024 onward and their concerns regarding the direction of travel for ISGL.

Trustees also discussed the club's current financial position along with the events programme for 2024 – 25'

Graham gave an overview of the work he and Colin had completed previously to develop a club strategy.

Graham offered to assist in developing a new club strategy to cover years 2024 -2028 should that be required. Trustees discussed the merits of having a strategy document and after due consideration the consensus of opinion was that ISGL club would benefit from having a strategy document.

In light of this, Graham Colin and Andy agreed to meet to scope out a strategy plan and circulate to trustees for their comments.

Action: GP, CT & AP to meet and scope strategy plan and circulate to trustees

2023/24 Trustee Annual Report and Financial Statement

Kevan advised members that he and Pam had updated the script of the TAR and they are awaiting the financial information to enable them to finalise the document.

At this juncture, Graham noted that he had sent the financial information to Kevan in July of this year therefore enabling him to produce the first draft TAR document. Kevan advised he had no recollection of the e-mail information however on checking again he apologised to Graham as the information had been forwarded.

Trustees noted that if the TAR is devoid of the pertinent financial information they were unable to comment on the document at this point. Trustees agreed to review the first draft TAR once the financial information has been inserted.

Trustees reiterated the timelines for the completion of the TAR & Financial statement and Kevan agreed to hit the deadlines.

Graham offered his services to Kevan to take the TAR & Financial document away with him and complete a first draft for Trustees to review.

The first draft document would be with trustees within two weeks of the meeting should Kevan wish to take up Graham's offer.

Kevan thanked graham for his kind offer but confirmed he will finalise the first draft and send on to trustees for comment.

Action: Kevan to finalise first draft of TAR & Financial Statement and forward on to Trustees for comment.

ISGL 2024/25 Public Liability insurance

Andy updated trustees on the current position regarding 2024/25 Public Liability insurance.

Andy handed out a 2024/25 policy document that he had received from Lions HQ. The document was from Bartlett & Company Limited Insurance Brokers and outlined our insurance policy position.

Summary of insurance information:

- Insurance Brokers – Bartlett & Co
- Their client – Lions international MD 105 & Affiliated District & Clubs
- **Employers Liability Insurer** – Aviva
- Policy Number – 33171112
- Renewal Date - 1st October 2025
- Limit of Indemnity - £10,000,000
- **Public/Products Liability Insurer** – Aviva
- Policy Number – 33171112
- Renewal Date - 1st October 2025
- Limit of Indemnity - £10,000,000
- **Professional Indemnity Insurer** – Hiscox
- Policy Number – 33171112
- Renewal Date - 1st October 2025
- Limit of Indemnity - £1,000,000

AOB

Andy questioned Kevan to ascertain if he had reached a decision on the recent communication from Mandy Thorne in respect of her request to attend a business meeting enabling her to update members on noted topics.

Following a Trustee discussion on the request it was agreed that Kevan would communicate with Mandy to gauge her availability in 2025 for a possible meeting with Trustees.

Action: Kevan to contact Mandy Thorne to arrange a meeting with her and Trustees in 2025

Graham questioned the omission of a finance section on the agenda for this meeting.

Andy agreed that all future meetings will have a finance section placed on the agenda.

With no further business to discuss Kevan closed the meeting at 20:55