

IRONBRIDGE & SEVERN GORGE LIONS

TRUSTEE MEETING

Minutes of the meeting held at 15 Ashtree Park Horsehay on 27th July 2021

**Present: Charlie Miller (Chair), Jill Marsh (Treasurer), Colin Thompson (Secretary)
Jane Turner-Bragg (Elected trustee), Graham Powell (Elected Trustee)**

21.15 Chairman's welcome and opening remarks. The Chairman. Welcomed members and thanked Graham for organising such a "splendicious" handover event.

21.16 Minutes of meeting on 6th April 2021. Minutes were approved as an accurate record

21.17 Matters arising

Jill confirmed that the Charitable Trust has been closed by John

The Chairman reported that the Holiday Inn have confirmed the availability of a large room for our meeting on 12th August

21.18 Accounts and Treasurer's report. Jill invited comments on the statements distributed. Graham pointed out that the opening balance of the Admin account for Q4 differs from the closing balance for Q3. The two should be the same. He also mentioned that the accounts should reflect the totality of our assets as at the end of each quarter – including money in all bank accounts and cash in hand. The accounts appear to reflect only the money held in Barclays Bank and there is a real danger that if we now shift to a NatWest Bank focussed view, we will show an income of over £25,000 for 21/22 as a result of the transfer of assets between banks. **It was agreed that Graham and Colin would meet with Jill to explain the issue further.**

In response to a question from the Chairman, it was confirmed that the **Barclays account will be closed as soon as possible.**

21.19 preparation of end of year report.

The format for the end of year report for the year ending 30/6/21 was discussed and it was agreed that **Colin with aim to prepare a draft report by the time of the next quarterly Trustee meeting.** Graham described the formats adopted by a number of other CIO Lions clubs. The quality of these examples ranged from very poor to very good and it was agreed that we should aim to model our submission on the latter.

21.20 Review and revise targets for and objectives and targets for 2021.

The targets and objectives established following the last meeting were reviewed and adjusted. **Graham agreed to redo the schedule and to distribute**

21.21 AOB

1, The Chairman gave an update on the ongoing disciplinary issue.

2. Graham updated on the arrangements for welcoming potential new members to the August business meeting and the possibility of providing new members with a free, personalised Polo shirt was discussed.

3. The need to improve the system for capturing and holding the personal details of members, including the recording of emergency contacts, was discussed and **colin undertook to produce the necessary data capture form and process.**