

IRONBRIDGE AND SEVERN GORGE LIONS CLUB CIO

TRUSTEE BOARD MEETING

15 Ashtree Park, Horsehay, TF4 2LD

02 November 2023 at 7.30pm

Trustees: Graham Powell (Treasurer & Chair)
Andrew Pilsbury (Secretary)
Jane Turner Bragg (Elected Trustee)
Martin Lang (Elected Trustee)

Welcome

Graham welcomed all trustees to the meeting and confirmed that he was happy to take the chair for the remainder of this trustee meeting cycle. The trustees welcomed the offer.

Graham asked that we move forward and not look back on recent events, a view all trustees supported.

Minutes of meeting 05/07/2023

Graham took members through the meeting minutes and reviewed actions. Martin proposed the minutes reflected the meeting accuracy which Jane seconded. Carried unanimously.

Matters Arising

- Pat testing for dehumidifiers action to be closed as date now agreed.
- Sign off procedure clarified and agreed by Trustees.
- Membership subscriptions up to date
- Trustees noted that the recent gift aid submission was approved by HMRC within 1 week.
- Prostate plan for 2024 is set and in motion.
- Communication process with all lions "Friends" was clarified and it was agreed to discuss further at November business meeting.
- Data protection renewal has been actioned. Certificate to be added to website.

Trustees Profile and forward planning

A discussion took place regarding elected trustee service timelines. Graham noted he had reviewed the 2023 club AGM minutes which declared that that Martin would serve as an elected trustee until June 2024 and Jane until June 2025. Jane and Martin both confirmed their agreement.

Graham gave an overview of a trustee voting process and proposed a plan to potentially increase our trustee numbers from the current position of four to possibly seven.

The trustees to ask club members, at the November business meeting, whether there is interest in becoming a trustee in 2024. Members who expressed an interest would be given training in the role and experience, by attending a trustee meeting as an observer, prior to offering themselves up for election at the 2024 club AGM.

Graham further noted that the election of additional two trustees could be a stepping stone for members who wished to advance within the club. All trustees agreed that in principle they supported the idea and agreed for it to be raised at the November business meeting.

Forward Planning

Graham asked Trustees to give thought to the club's short-term objectives. He proposed that we invite 4 members to "head up" and "own" a series of topics which would move the club forward. All Trustees agreed with the proposal and for the idea to be tabled at the November business meeting.

1. **Fundraising** - Last year we made at least seven applications for funding from external bodies. There have been none in the current year. Graham said that there were opportunities and cited as an example an article from T& W Council's community news bulletin which offered £15,000 to be shared every three months between 5 shortlisted projects.
2. **Prostate** – to move forward with organisations supporting the BAME community.
3. **Promotion of the club and membership** – How to increase membership and other avenues to promote the club.
4. **Extend our reach in the community** – we currently have dealings with circa 20 organisations. There is opportunity to use existing contacts, and undertake research, to extend our reach as we strive to serve our community.

Officers

Trustees agreed that we need to work towards recruitment of a club president by 2024. Graham confirmed he would continue as club Treasurer for the foreseeable future.

Graham confirmed that following review of the constitution and by-laws the club is able to continue despite the absence of a President in the short term. The trustees agreed to continue with a secretary, treasurer and two elected trustees until 30th June 2024.

Social

Trustees noted the absence of social events in 2024. Graham gave an overview of recent discussions he has had with club members, alongside ideas from external organisations. Graham asked for the topic to be raised at November business meeting.

Action: Andy to add social events to November business meeting agenda

Nat West Bank Mandate.

Graham described the current signatory process for our Nat West bank accounts. Jane asked for clarification of current signatories and Graham confirmed they are himself, Andy and Colin. Graham noted that the process of removing non-officers from the signatory list is now complete. This was in line with the minute of a trustee meeting in October 2023.

Q1 2023/24 Finance report – The report was formally approved by all trustees.

2022/23 TAR

Trustees reviewed the draft 2022/23 TAR and formally approved the content of the document however a discussion took place regarding how to reflect the recent resignation of the club president.

Graham presented an amended page to trustees which reflected the change, but trustees requested further amendment.

Action: Graham to amend wording to reflect president time in office and distribute to trustees for approval.

Budget

Graham presented a draft charity account budget for the remainder of the lion year. All trustees agreed that there was a need for a financial forecast. Graham confirmed that it is a charity commission requirement for all clubs to have a financial budget.

The proposed budget to run from 30th October, with an opening balance of £31,279. The budget will be reviewed and updated at each quarterly trustee meeting.

The trustees agreed that a discussion with the Community Service subcommittee chair to review the charity budget would be useful. This meeting would also discuss:

1. Subcommittee approval of the proposed budget.
2. The due diligence process for grants or donations.
3. A request for the subcommittee to hold their meetings two weeks prior to a business meeting, in order for their proposals to be shared with members prior to the business meeting.

The budget proposal document was reviewed and agreed in principle. Budget proposal paper to be added to November business meeting.

Action 1: Andy to add budget proposal to November business meeting papers.

Action 2 Andy to discuss the proposals with David L prior to a discussion with the subcommittee.

There being no further business the chair closed the meeting at 8.50pm