



**Minutes of the meeting of the David Mather Foundation Trustees meeting at 8pm on 30 November 2009**

Present

Lydia Brown LB, Alan Wilson AW, Allison Redshaw AR, Lucy Wheatley LW

Apologies

Ian Mather, Hannah Cross, Rachel Barlow

This meeting was held via conference call and was an interim meeting to that which is planned for February 2010. As such, follow up on previous action points was deferred until that meeting.

Agenda item	Discussion	Action and Who
<p><b>1.</b> Draft Grant Forms (for preliminary discussion at this stage)</p>	<p>Preliminary discussion held on draft document, and feedback gathered from all:</p> <p>Possible inclusion of capital/revenue split – this needs to be considered but may not be necessary – will it over complicate matters? We need to understand what benefit it would give - to be re-discussed in Feb meeting.</p> <p>Inclusion of details of whether grant is a one-off or a series – details to be updated on the draft document.</p> <p>Need to include further guidance on ‘proper records’ – what are they able to produce and what is enough for the Trustees to make a decision? To revisit at next meeting.</p> <p>Addition of cost centre ‘other’ with prompt ‘please specify’</p> <p>Do we need to expand on ‘in good time’ – what do the trustees consider is enough notice to make a decision? We need to consider this is light of the ‘pathway’ for bidding for, approving, and remitting grant monies. To set out pathway and discuss at next meeting.</p>	<p>To be reviewed at next meeting</p> <p>LB to update draft template</p> <p>To be reviewed at next meeting</p> <p>LB to update draft template</p> <p>To be reviewed at next meeting</p>
<p><b>2.</b> Argentina Expenditure Approval, ref AR01, amount</p>	<p>Summary of the discussion at last meeting on methods of remitting to and then keeping in Argentina given. Agreed that alternative methods need to be considered on an on-going basis.</p>	

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<p>£3,870 (of which £2,170 to be remitted)</p>	<p>Explained that IM no longer was able to carry cash to Argentina on his upcoming trip – as he is not going straight to Salta, too much risk of carrying cash to other places.</p> <p>Discussed the possibility of purchasing some items from the UK via the internet but to be delivered straight to Argentina ie can the UK Trustees make purchase from Argentinean website using Foundation debit card? For larger items (eg camera/scanner) this saves the need to remit monies and store monies in Argentina. Do not want to stop Fundacion making own choices, using local retailers etc – need info from Fundacion on whether this is feasible and helpful or not.</p> <p><b>Approval given by all for AR01 for a total of £3,870, of which only £2,170 will need to be remitted as £1,700 already held in Argentina.</b> Agreed that method of remittance will be discussed by email prior to remittance.</p>	<p>LB/IM to discuss with Fundacion</p>
<p>3. UK Expenditure Approval, ref UK01, amount £2,300</p>	<p>General discussion on cost headings and amounts.</p> <p>Discussed amendment of expenditure descriptions to more closely reflect spend ie amend refreshments to tea and coffee.</p> <p>Discussed that spend will only be incurred if necessary and that amounts included are rough estimates.</p> <p>Consideration of printing costs – thoughts are that many users of the Foundation’s pack and brochures will be more than happy to download from website so this will help to keep printing costs down.</p> <p><b>Approval given by all for UK01 for a total of £2,300.</b></p>	<p>N/a</p>
<p>4. AOB</p>	<p>AR explained that her school had voted to adopt the Foundation as one of their nominated charities and would be raising money throughout the year. All very pleased to hear this and thank you to AR and the students.</p>	<p>Thank you to the students of Freeborough!</p>