



Minutes of the meeting of the David Mather Foundation Trustees meeting at 2 pm on 7 November 2009

Present

Hannah Cross HC, Lydia Brown LB, Alan Wilson AW, Ian Mather ICM

Meeting is NOT quorate

Apologies

Lucy Wheatley, Alison Redshaw

Minutes : Ceri Mather

Follow up on action points from previous meeting:

| Action | By who | By when |
|---|--------|--------------|
| To help the Fundacion to engage a Locality Manager in Salta | IM | 30 Sept 09 ✓ |
| Chair to circulate example biography | IM | 30 Sept 09 ✓ |
| All to return biography | All | 30 Sept 09 ✓ |
| DONM to be confirmed | LB | 30 Sept 09 ✓ |

| Agenda item | Discussion | Action and Who |
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| 1. Banking arrangements – actions required are acceptance of | LB and ICM already completed AC, LW, AR outstanding HC and RB as to be appointed trustees to be added , HC AW have brought signed ID. LW posted Bank forms and ID to LB in advance of | AR to provide documentation Action to be deferred until quorate |

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| <p>Barclays as the Foundation's bankers, completion of forms and collation of ID checks (previously requested from all trustees)..</p> | <p>meeting.</p> <p>3 to be signatories: AC LB and ICM</p> <p>All present agreed account should be held by Barclays</p> | <p>NB Rachel</p> |
| <p>2. Appointment of new trustees – Appointment of Hannah Cross and agreement to formally appoint Rachel Barlow at the next meeting at which she is present</p> | <p>Hannah nominated as a formal trustee by LB</p> <p>Seconded by AW.</p> <p>HC has expressed willingness to be a new trustee however expressed some concerns regarding procedure which she has acknowledged are being addressed at this meeting.</p> <p>From now on HC to be treated as a formal Trustee although meeting not quorate.</p> | <p>LB to provide documentation for signage.</p> <p>HC to complete documentation</p> |
| <p>3. CRB checks – all to complete CRB check forms, and provide ID copies (previously requested from</p> | <p>LB has had her CRB advanced disclosure clearance.</p> <p>In line with Safeguarding procedure all Trustees to be CRB checked. All staff and volunteers who come into contact with young people will also need to be CRB or Argentinean equivalent checked. People may work with the organisation without clearance but cannot work with or have access to young people data.</p> <p>This raises issues about Safeguarding and security of YP information in</p> | <p>LB CRB noted</p> <p>LB circulated forms and collected ID</p> <p>Photo ID eg passport</p> <p>Date of Birth eg Driving licence</p> |

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| all trustees). | Argentina. a. Eg Locked filing cabinet / secure storage for records b. All personal information to be number coded with no identifiable data to be accessed by unauthorised personnel. c. Any volunteers must have safeguarding insight during induction | or Birth cert Address confirmation eg Utility bill LW to finalise Safeguarding Policy and all Trustees and core staff to be signatories |
| 4. Financial Regulations – draft for discussion and approval to adopt as version 1 (attached). | <ul style="list-style-type: none"> Concerns raised by all re lack of detailed and specific financial instructions/procedures in place until this meeting, though all expenditure has been made to further aim and objects. Recognition of the huge amount of work needed to have all procedures in place and the commitment that has been shown by a small number of people who also have other pressures on their time. Discussion regarding the initiation of funding to Argentina to enable charitable application to proceed. Action was endorsed by Trustees at meeting of 15 August 2009 but specific amount should have been formally minuted. Expenditure on jeep had been agreed but actual figures were not available and should have been agreed by Trustees AW endorsed the rapid progression of Foundation and recognised that initial expenditure is warranted and can be accounted for therefore retrospective formal approval is reasonable pending the adoption of financial regulations which are now necessary. All agreed no regulations have been broken and that expenditure has all been incurred in furtherance of the aim and objectives of the Foundation, but that transparent financial procedures are essential in future and all decisions are to be minuted. Ideally we should have had | Thanks to Lydia for producing such a comprehensive and |

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| | <p>a minuted budget process in place earlier and this now needs to be active.</p> <p>Financial Regulation papers reviewed Page 2: Open and honest Openness required eg email discussion re unforeseen expenditure. Agreed but sometimes there has to be trust and best decision at time must be endorsed.</p> <p>2.6b: definition of “ordinarily” should be <i>ideally</i> a week</p> <p>2.8 :If Trustees are unable to attend meetings in person they should have sight of papers prior to meeting and make their views known. They must abide by the decision of those present if quorate.</p> <p>2.9: Reserve fund to ensure any YP recruited this year are followed through for 5 years, ie separate budget heading within core budget</p> <p>2.11b purchase orders: clarification of extent and form of PO to be refined but is likely to be the “to do” list under each budget heading.</p> <p>2.13 Currently Trustees are undertaking tasks themselves but as DMF grows this is becoming onerous and it may be necessary to employ administrative support.</p> <p>2.14c: Expenses in kind eg visit to Argentina which involves eg 25% of trip is for DMF but 75% is pleasure etc. Could be undertaken via a an expense application proportioning commitment to the DMF</p> <p>2.14f: eg website</p> <p>2.14g: this is for retrospective approval</p> | <p>rigorous document.</p> <p>Expenditure must be within agreed limits and must not be exceeded without prior agreement of more than 50% of Trustees, within 48 hours</p> <p>LB to amend</p> <p>LB to draft a Reserve policy</p> <p>After agreement by DMF trustees LB to amend the financial regs for Argentina.</p> <p>Explore volunteers to undertake admin tasks</p> <p>LB to draft grant proposal form</p> |

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| | <p>9.4 Spreadsheets will be forwarded once a month and receipts retained for auditing when British Trustees visit</p> <p>Cash will not be given directly to the YP or families</p> <p>Following these minor adaptations the financial regulations were approved and accepted by the trustees present. It was agreed that we should recommend that those trustees not present accept the regulations so that they can be enacted as soon as possible.</p> <p>Detailed cost centres and allocated budgets will be identified by the Chair and the Treasurer, then distributed to the Trustees for comment and subsequent agreement.</p> | <p>ICM to draft a family grant form for next meeting.</p> <p>LB to draft monitoring form</p> <p>HC volunteers to do data entry</p> <p>ICM to email all trustees re discussion and seek ratification</p> <p>IM & LB to produce paper.</p> |
| <p>5. Finance Update – including discussions on budget and Gift Aid (attached)</p> | <p>a) Gift Aid : research indicated that one could claim the Gift aid from date of the first trustee meeting (15th May 2009). In fact this is from the date of the amended Trust Deed, 15th August 2009. This was delayed due to changes required by the Charity Commission.</p> <p>When LB contacted HMRC, there is a leeway of 3 months and she has written to explain process from inception to formal announcement at Memorial and opening of bank account proving the intention to set up the charity from February.</p> <p>b) LB has set up databases to record all financial data, it was agreed that these will be presented and signed off at each meeting</p> <p>c) there are now 14 regular monthly payments coming in from donors</p> <p>d) Financial projection looks at potential expenditure for 5 years and suggests levels of funding required working on £200 per person plus overheads ie Locality manager.</p> | <p>Many thanks to Lydia for following this through and appealing on behalf of DMF and we support the application for retrospective Gift Aid to March 2009</p> <p>LB and AW to meet to check recording and monitoring processes.</p> |

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| | <p>Discussion re adapting programme to meet funds available and recognition of donations in kind in Salta eg tutorials, university mentors.</p> <p>e) AW requested breakdown of anticipated expenditure ie monthly baseline costs, these should be clearer from January after 3 months of L Manager in post and young people are recruited and level of need becomes clearer. This will give better understanding of how far money will go.</p> <p>f) Financial update accepted</p> <p>g) Currently money is being taken out to Argentina manually by ICM and CM to reduce handling fees of 30% and commission and exchange into dollars then pesos.</p> <p>There are currency risks in terms of exchange ie £into \$ into pesos though records are kept of exchanges</p> <p>Once in Argentina, the banks will only allow withdrawal of 300pesos per day. Cash is the primary source of finance, credit debit cards are not regularly used.</p> <p>As a result money is being held in the safe of the FDM president in Argentina (GM). Once charitable status is achieved, we understand the 30% handling fee will be waived.</p> <p>LB has checked this out with the Charity Commission who have stated there are no rules though they would be cautious of carrying cash and private safe. This is however the legal route versus money changers in Bolivia and avoids the reduction 30% handling fee.</p> <p>There is currently £1700 in cash available in Salta it is hoped charitable</p> | <p>AW and LB to draft</p> <p>Thanks to Lydia</p> <p>Decision that personal transfer is legal and preferred short term resolution.</p> <p>This will be reviewed</p> <p>We are not to avoid tax or risk loss of donations via unsecure money transfer systems.</p> |

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| | status will be approved before further cash is required. | |
| 6. T-shirts – discussion on selling/gifting, as well as more ordering | We are allowed to sell T Shirts or could gift T shirts ie you can have a T shirt if you gift us £15? | To be deferred until Feb |
| 7. Update on Salta trip – IM to update the group on the progress made. | <p>Student selection: school 1 has given quite a number of names</p> <p>School 2 has given a few less. These have been scanned and sent through but the files are too large to download</p> <p>Criteria for yr 1 has to be with YP who are likely to succeed not necessarily the most needy.</p> <p>All the meetings and selection sessions will be rigorously reported to ensure learning from process.</p> <p>Children will need to come back in during the holidays for recruitment.</p> <p>Solidaridad School wish to recruit some YP who are leaving school this year who are needy, discussion re this as a valid quick win and valuable research for the Foundation. This would have to be repeated for the next 2 years until the core cohort reaches school leaving age.</p> | <p>Anonymised database to be constructed in Salta and forwarded for decision.</p> <p>ICM, AW and HC to review applications and send recommendations to all other trustees for decisions to be reviewed</p> <p>This was agreed but full costings need to be established and may have an impact on the full number to be recruited</p> |
| 8. Three Year Development Plan – draft for approval (attached). All | <p>Each to commit to tasks allocated and to co-ordinate delegate tasks and be prepared to report back on progress at next meetings</p> <p>Please note THIS MEANS YOU!!!</p> | <p>Plan adopted</p> <p>ALL to action their elements</p> |

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| to take lead role and tasks away to complete. – Coordinator appt? Admin support? | | |
| 9. Tag line – discussion and approval required | Realising potential in disadvantaged communities Realisir Sus Suenos Realising their dreams | Tag Line U.K. agreed |
| 10. Chairs correspondence – Vodafone / Volunteers / Ministry meeting / Embassy | Recognition re how well Lydia did in getting to last 16 Vodafone World of Difference volunteers for 2 months for £2500 Interest from a Finnish man, who will be based in Newcastle, JD attached. Raul Gareth and Irma met the Minister who has offered an office or will pay for one. Embassy contact one of which has connections in Salta, he will meet Gareth in Salta during November | |
| 11. Round Table Meetings | One off meeting with representatives from the private sector to brainstorm ways of ensuring DMFoundation is sustainable. | Venue Boardroom Success Group Covent Garden 1 st Dec 6.30-8.30pm followed by dinner |
| 12. Date of next meeting - Photographs | Next meeting – February 6 proposed. Photos – deferred to Feb meeting | Photos at next meeting |



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| 13.AOB | Insurance: Indemnity/ liability insurance probably required Budget headings | LB to ask Rachel Reeves to explore LB and ICM to draft |