

Minutes for the meeting of the David Mather Foundation Trustees meeting at 2.00pm 13 November 2010

In attendance: Alan, Lydia, Ian and Ceri (Skype), Lucy, Rachel, Liz

Apologies: Allison

1. Follow-up on action points from previous meeting.

Action	By who	By when	Status
Photos of Trustees for website	All	This meeting	Outstanding Outstanding from Alan and Allison
Student agreements to include standard permission slips for photos and use of transport	IM	Prior to new cohort being signed up	Outstanding Forms will be re-worked to include this – in progress.
Use of Jeep update	IM	This meeting	Cleared No money has been spent of jeep maintenance, as agreed at last trustee meeting. IM is fixing and using the jeep using own resources and for own purpose. Central location of house negates the need for transport for the Fundacion.
Agreement of Vinay's roles and responsibilities. Potential for additional volunteer?	IM	This meeting	Cleared Vinay has been in post since September and is progressing well. See Agenda item 7.He has also recruited additional volunteer, Simona.
Full operational review to be conducted in Argentina. To be fed back to this meeting	IM/LB/CM	This meeting	Cleared

			See Lydia, Liz and Ian's reports.
Banking – charity deposit account	LB	This meeting	Cleared See Agenda item 4.
Accounts	LB	After independent inspection	Outstanding Lydia to submit accounts to Charity Commission. Can now be done – they were signed off by reviewer last week. Also need to submit annual declaration – all trustees confirmed they are happy for LB to do this. See Agenda item 5.

Agenda Item	Discussion	Action
2. Minutes of last meeting	Agreed as accurate.	n/a
3. Follow up on action point from previous meeting	See updates above. Noted that there were some outstanding items for follow up from the June meeting, and that these would be reviewed in time for the next meeting.	LB to add June action points to next agenda
4. Banking arrangements (LB)	Agreed to open account and transfer £15k. Suggested signatories Alan, Lydia and Rachel. There was an option with the bank account to manage by post or also with phone access – post was thought to be the best and most secure option as two signatories would be needed, and cashflow can be managed to work round the 7 days notice period for access to funds. Eventually this account will form part of the reserves strategy.	LB to present draft reserves policy
5. Report and Accounts to 31 March 2010 (LB)	Accounts have now been reviewed by an independent accountant, with no issues. a) Agreed – Lydia to submit Report and Accounts to Charity Commission. b) Agreed – Lydia to submit Annual Return.	n/a – already included as action above.
6. Finance Update (LB)	Discussion around the positive income performance, but also the importance of more regular income streams. There are no sponsored events planned, the possibility of a big annual event was discussed. There may now be the opportunity to do more fundraising in Argentina, however this is more likely to be donations in kind. Since Oct, £3k has been sent to Argentina.	n/a
7. Lydia's feedback on Salta (LB)	LB provided verbal summary of the feedback – lots of positives but a number of things to address, including controls to prevent further mix up of money. This was discussed as an important issue but did not require reporting further, however trustees must bear in mind the requirements of reporting serious incidents. Generally very positive experience and report was welcomed by trustees. Recommendations in feedback report were discussed in turn, responses to be formally documented and separately circulated and followed up.	See Recommendations document.
8. Liz's feedback on Salta (LA)	Recommendations in feedback report were discussed in turn – see Recommendations document Discussion around the fact that it was natural that the Fundacion wouldn't be the right	See Recommendations document

	thing for all students – positive that so many still involved given that this is the first year.	
9. Vinay's report on UK progress (LB)	Report accepted. Discussion around difficulty in line managing Vinay due to location and time. Vinay is currently working 2 days p/w but this may become less. There is an intern in place also doing Foundation work. Importance of building networks with businesses highlighted.	LW and LB to get in touch with Vinay to catch up. IM to get in touch with Bill regarding Vinay's time.
10. Ian's verbal report from Salta (IM)	IM fed back lots of positive things from Salta – lot of work going into new house. This will also help with Argentina fundraising. Currently there is one computer and one laptop, donated by Gareth and Irma – the trustees expressed their thanks. More computers to be obtained. Discussion over Raul's role – a new post will be advertised in the coming months, which Raul will have to apply for. The post will cover many of Raul's duties but other aspects too. Benchmarking discussion for salary to take place in Argentina.	IM to provide options for getting more computers.
11. Approval of UK expenditure budget (LB)	Budget was agreed , with the following noted: <ul style="list-style-type: none"> • Foundation is committed to paying for Music Base space until Jan/Feb – this is one of the largest outgoing and is not sustainable in the long term. To be considered again at next meeting when we have more information on Vinay's time. • Vinay's expenditure includes phone cards and travel. • Staff expenses relate to Vodafone volunteers – there is currently one applicant for the 2011 placement, and possibly more to come. • Need to pay back 3 Peaks expenses to IM/CM. 	All – next meeting to decide if going to advertise again for longer term volunteer, also decide on Music Base.
12. Approval of Argentina grant bid to 31 March 2010 (IM)	Agreed – bid from Fundacion supported. Money to be sent after formal agreement of offer letter. This led to a discussion on the importance of continued fundraising to support future bids.	LB to send formal offer letter, to be returned.
13. DONM	To be late Feb/early March. Various people to Skype in!	LB to circulate days for next meeting.
14. AOB	a) Liz to become trustee – likely that will need at least one more.	Propose LA to be

	<p>b) LB provided Vodafone update – one person applied who is a graduate, speaks Spanish, and wrote for student newspaper. Discussed usefulness of them focusing on school links.</p> <p>This led to a further discussion around how to gain more support – Schools Citizenship Councils, Giving Nation, university placements.</p> <p>c) Moss Side Primary School – thanks expressed for donations from students and Helen’s support. LB arranging for gifts to be sent.</p>	<p>appointed as trustee at next meeting.</p>
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