

**Agenda for the meeting of the David Mather Foundation Trustees meeting at 12 md on 6 February 2010**

1. **In attendance: Alan, Rachel, Lydia, Ian, Jasper, Lucy, Ceri**  
**Apologies: Allison, Hannah**  
**Jasper formally welcomed**
2. **Follow up on action points** from previous meeting:

Action	By who	By when	Update
Bank forms collected from AR	AR	This meeting	Outstanding as Allison Not present
Update Financial Regs per discussion	LB	ASAP	Done
Explore volunteers to undertake admin	All	This meeting	Jasper from Vodafone from 2 months,  Bill Mather has employed Sofie for Social pioneers but is donating two days of her time per week for the DMF.  She and Jasper overlap so workloads are being handed over and maintained
Draft Grant Proposal Form	LB	This meeting	Done, discussed at conference call. Adopted for use in the future as required
Draft Grant Monitoring Form	LB	This meeting	Done
Cost centre headings to be drafted	IM	ASAP	Done
Meetings to check proper and accurate recording of financial info	LB and AW	N/a	Following statutory accounts completion
Discussion on t-shirts	LW	This meeting	Suggested donation £10. J to explore new supplier and

			cheaper costs, also wrist bands
Anonymised database with student info to be developed and shared	Raul	ASAP	This has been discussed with Raul. Ian to check it is being developed
Student data to be reviewed and preliminary decision made	IM, HC, AW	ASAP	<p>Twelve students selected.</p> <p>Learning: better qualitative data required for future and process needs to be started earlier. ICM + CM to visit schools and a template to be developed for discussion with Principals. This needs to be worked on to be presented to next meeting. Ready for decision re numbers to be made in Dec</p> <p>Wider discussion with Salta Trustees</p> <p>Ian to discuss with Hannah, action and circulate</p>
Photos of Trustees for website	All	This meeting	To be redone, poor quality
Insurance requirements to be researched	LB	This meeting	<p>Arranged Public liability and employers liability insurance covers employees, and people representing DMF eg launch event: this does not cover catering and is strictly restricted to UK not Fundacion.</p> <p>Action Needed to arrange same in Salta</p>
Decide on what is appropriate time for trustees to consider grant applications, and what is 'proper' amount of info	All	Ongoing	To be considered on individual basis. Requests from FDM will provide as much information as possible though recognise that this is sometimes estimated. However all expenditure in Salta recorded.
Update Draft Grant Monitoring forms to reflect discussions	LB	This meeting	

Agenda Item	Discussion	Action
<p>3. <b>Banking arrangements</b> – actions required are acceptance of Barclays as the Foundation’s bankers, completion of forms and collation of ID checks (need Allison’s forms and all to sign) - Lydia</p>	<p>Cannot be completed as Allison not present. Ian to explore Santander as there are branches in Kingston, UK and Salta</p>	<p>Ian</p>
<p>4. <b>Formal appointment of new trustees</b> – Hannah Cross and Rachel Barlow - All</p>	<p>Hannah not present , both nominated by Lydia and seconded by Lucy, endorsed by remainder of company</p>	
<p>5. <b>Finance Update</b> – To accept the update report – Lydia</p>	<p>Paper presented. Shortfall of identified spend in Argentina is in safe at Gareth’s awaiting spending. Spending totals are from start. Discussion re future reports being adopted on a quarterly basis.</p> <p>HMRC are stating that Gift Aid will only be backdated to August LB requesting that it is backdated to May.</p> <p>Relates to grant applications, some require confirmation that less than 15% is spent on admin.</p> <p>Trustees happy with current transfer of funds arrangements and management of accounts in both countries. LB reconciles accounts monthly. Contact with Santander will be made as they are operating in both countries</p> <p>LB formally thanked for her outstanding work as treasurer.</p>	<p><b>LB and AW</b></p> <p><b>LB</b></p>
<p>6. <b>Salta developments</b> – update on Salta Visit &amp; recent developments – Ian &amp; Ceri</p>	<p>Report given verbally plus written report re induction day.</p> <p>Discussion re potential of children being bullied by identification by FDM. This is being addressed through wider group who will benefit from additional classes etc if not mentoring. The family of schools should also ensure that the whole school population benefits.</p> <p>Discussion re Raul, expectations and delivery. Confidence issues resulting from communication problems and his reluctance to complete</p>	

	<p>monitoring forms on occasions. Rigorous management systems put in place. Contacted every Monday am routinely. He sends plan for the week and reports what he did last week.</p> <p>Unable to meet with Minister due to family death, Still need gateways to education minister and regeneration, safeguarding.</p> <p>Detail re students on paper circulated and Jasper keen to put "Day in the life" type stories etc underpinned with Argentinean recipes etc on the blog.</p>	
<p><b>7. Activity report</b> – Update on work and discussion on bidding for funds – Jasper</p>	<p>Presentation as attached. Handouts design possible through PWC and Rachel's sisters</p> <p>Handouts discussed Jasper to mock up some specs with mission statement as core front cover message, to be checked by advertising links eg Kathy Roberts,</p> <p>Page 2 stats and facts, p3 Sector specific, p4 how to work with us, how to give, where to contact us.</p> <p>Blog sites etc need to be activated once website* improved. Need Irma's story, day in the life of YP, their parents, Raul, the minister?? Web site now crucial. J to explore how to get video and pics over ? Vodafone</p> <p>LB offered to help write bids.</p> <p>LW tabled DBC charitable trust links and will forward in future</p> <p>Jasper congratulated on his work and ideas.</p>	<p>*Ian to contact Jody asap</p> <p>All to give emails</p>
<p><b>8. Family of schools</b> – Progress and next steps including planned visits – Ian</p>	<p>First discussion with Freebrough College. Shared ideas YP contributed :</p> <p>Will fundraise. Will screen any materials, would like a conference - look at strategic partners to assist with hosting eg Barnardos. Ten potential schools, ambassadors to attend launch</p> <p>Jane \Paul and Allison have agreed to promote to schools in the north,</p>	

	Roger and Jo in the south	
9. <b>Round Table Meeting</b> – notes and discussion	Notes circulated: Strategic alliance: Bicentennial. Useful event to be repeated possibly with different members, all leads being followed up.	
10. <b>Safeguarding</b> – draft policy discussion and adoption - Lucy	<p>Discussed, felt to cover all areas, logics of getting volunteers trained discussed and key message is to be observant, record and report. Otherwise need to be cogniscent of the policy and requirements. Policy needs to be sent to Salta for translation and made relevant to Argentinean law etc. Arg responsible trustee to be identified.</p> <p>All comments by end of Feb final version to be circulated, and ratified.</p>	Next meeting
11. <b>Fundraising</b> – discussion of the year ahead - Alan	<p>AW suggested starting with the people who have already donated and looking at organic growth through them and their contacts.</p> <p>What do we need? Need to support existing cohort for next 4 years min Need to look at their costs per year and then the next cohort etc</p> <p>Need to have an exit strategy. Possibly max of 5 cohorts which will require 9 years funding. If model is successful need to consider establishing in other areas indefinitely.</p> <p>Strategic Liason with another charity eg Barnados</p> <p>Amazon, needs to be emailed out to everyone as far as poss via DMF facebook etc needs to go in the newsletter. Jasper to write a form of words and a small programme to enable a link.</p> <p>Pam Roberts books</p> <p>5 people ex Hull have challenged southern boys to do the 3 peaks</p> <p>Marathon in Edinburgh, Angela Billingham new</p> <p>Names and details of all previous event people to Alan</p>	

	<p>Hull Uni BBQ</p> <p>The gig Jim and Judy Spicer , Mungo Jerry Corrinne Bailey Ray</p> <p>Virtual store: "Buy through us!" Sofie to investigate Ebay and Amazon store LB to investigate Tax implications.</p> <p>Tap Argentinean fundraisers.</p>	Sofie
<p>12. <b>Three year plan update</b> – Sharing of progress against own actions – All</p>	<p>NOT discussed ALL to submit progress reports please by end of March</p>	ALL
<p>13. <b>Salta Grant Bid – Grant bid for year 01/04/10 to 31/03/11</b> – Ian</p>	<p>Proposed budget explained Case for house discussed.</p> <p>? need for phone entry, security bars on windows? signage, cutlery, crockery, legal costs for contract assessment, extent of maintenance required.</p> <p>Provisos: Minister has to commit for 3 years, need to ensure contract does not tie us in</p> <p>Raul needs to develop a list of minimum requirements and cost them, ie chairs tables, fridge</p> <p>Action: Secure ministers support for minimum financial contribution</p> <p>Assess contract/ maintenance /furniture costs/legal / insurance</p> <p>Put in reduced offer.</p> <p>Computers: find a donor eg Dell/ ACER recycling Rachel/Sofie</p> <p>Contingency needs to be in place for jeep depreciation.</p> <p>All agreed in principle with above caveats re premises and Minister, to be allocated quarterly, and sent by Moneygram ( nb Santander being investigated) Reports to be submitted under these headings.</p>	

14. <b>Launch</b> – Decide on date and format & activities	Contact Barney Anglo American, see post formal meeting discussion	
15. <b>Grant Forms</b> – Following feedback from meeting in Nov (con call) draft presented for final approval, as well as monitoring form in use.	All grant allocations to be allocated using this	
16. <b>DONM</b> – Agree on a date in May – all to come with diaries	End of March to early June to be arranged by email	
17. <b>AOB</b>	<b>Nil</b>	

**Post formal meeting discussion re launch – (not all trustees involved)**

Rationale for launch explored

- To raise awareness of work of Foundation to potential new donors
- To inform current contributors of progress

WHO? Anglo Argentineans, non emotionally involved  
NEWSLETTER

New Donors: better individually targeted corporations who trade in Argentina too or who demonstrate corporate generosity eg Apple or done through an article in eg the Guardian explaining process, progress and outcomes. Bi centennial celebrations are key to this approach

Existing donors better to have a celebration eg picnic in the park or formal expensive dinner where people buy tickets and we fund raise . Latter felt to be unfair and unlikely, informal low cost picnic preferred .

Conclusion: No point spending limited funds on extravaganza that is unlikely to generate more funds, better to keep low key and piggy back Bicentennial events.

Need to look at developing promotional material eg stand alone banners, handouts re progress to date and how people can support. Ian working on a cartoon story board Web-site crucial .