

Minutes of RTS UK committee meeting held on Saturday 26.1.19
at 40 Priory Rooms, Bull Street, Birmingham B4 6AF

Attendees

Siobhan Lund Chair (SL)

Becky Lawlor (BL)

Liz Halstead (EH)

Eddy Grabczewski (EG)

Rich Wyatt (RW)

Jeremy Ray (JR)

1. The Chair welcomed the committee members to the meeting. The Chair had received the resignation of Dawn Elliker with immediate effect. Dawn has informed the accountant. The Chair had spoken to Dawn and personally thanked her for all her work on behalf of the group and her fifteen years of service on the committee. Jeremy Ray offered to contact the Charities Commission to make the necessary amendment and to change the charity address to his own and confirm with Duncan (accountant). Jeremy would also organise flowers to Dawn to thank her for her service. Lauren Wyatt will not return as trustee following her maternity leave. Eddy will alter the website to reflect both personnel changes. **ACTION JR & EG**
2. The minutes of the last meeting were accepted as a true record.
3. Matters arising. It was noted that BT mydonate had now closed. Just giving and virgin money giving were now the sole routes for online donations. It was noted that management of these on behalf of the Group had been handed to RW.
4. Future of the Group. The committee discussed the dwindling numbers of committee members and lack of volunteers coming forward to fill roles. This was despite two written letters on the subject to members and a direct plea at the AGM. The Chair stated her intention to step down from the committee in the foreseeable future in the next 1-2 years and BL expressed a similar intention. Sustainability of the charity in the current format and possible future models were discussed. It was unanimously agreed that as funds currently allowed the charity would advertise for a part time employee one day per week on a fixed term basis of a year to act as charity admin/support worker. Depending on relevant experience, the role could cover grant applications, organising events, co-ordinating policies, production of a newsletter/bulletin. JR offered to cover the payroll for the employee which would be advertised at £10/hour and to explore HMRC requirements. Examples of similar adverts, job descriptions, person specifications and contracts of employment to be sent to JR who would formulate our advertised role from these. **ACTION ALL & JR**

Becky agreed to draft an advert for circulation and agreement by email. **ACTION BL**

When agreed, Liz would advertise on charityjobs.co.uk and/or national voices.
References and DBS checks would be required. **ACTION EH**

Rich and one other committee member would act as interviewers **ACTION RW**

5. Roles. SL would continue to act as Chair with EH as Vice Chair. EH would also continue as professional liaison and membership merchandising, social media and

response to email but would scale down contacts via Facebook as the majority of queries could be directed to the worldwide RTS Facebook group. BL would act as interim minutes secretary until the appointment of an employee. She would continue to cover JR would continue as Treasurer and RW in a fundraising and events capacity. EG would continue to be responsible for website content and also offered to review the policies, depending on experience of the employee. Liz to circulate current policies and any updates needed and gaps identified. **ACTION EH & EG.**

6. Event/AGM. It was agreed to combine a family event and the AGM. The AGM date was set as 14th September 2019. It was noted that 21 days' notice of the date was needed to members and 10% to be quorate. Possible venues were discussed and three suggested as suitable. Rich would explore availability and costs for Caldecotte Xperience, Milton Keynes and for NAYC Outdoor Centre in Birmingham. Becky would explore the same for Cadbury's World in Birmingham **ACTION RW & BL**
7. Treasurer's report was noted as it had been circulated prior to the meeting. There were no questions.
8. Fundraising. Rich gave a verbal update on fundraising events. The 3 Peaks Challenge was now full and predicted to make £5-6K via Virgin giving. A Women's 5K tough mudder was planned. Charlie's Trophy would be going ahead in August with money raised split between several charities. The Ladies Captain at the same golf club had agreed that RTS would be her charity for the year. It was not known if the Sportsman's Dinner in West Yorkshire would happen this year
9. Membership update. EH reported that there were 105 individual members. There was discussion around membership of RTS adults and mental capacity for voting rights. It was agreed that RTS adults without mental capacity could become membership associates/VIPS. This will need to be formalised in a membership policy, including consideration of a nominal charge for membership eg £1.
10. Social media & website. The new enquiries@ email address was working well. Relevant messages are share via social media posts. EG had not refreshed the website recently and some fundraising activities need to be added and old information remove eg expired dates. Liz will send links to research papers on RTS. EG to source photos from activity day (with relevant publication permissions) for use on website and social media. Liz will also send link to FIND website with RTS resources attached for use on social media and website. BL will send link to video from Cerebra Centre for Neurological Diseases for use on website. **ACTION EG, EH, BL, RW**
11. Policies. Policies needed on risk assessment and confidentiality. Liz will email word copies of existing policies and updates and new policies needed to Eddy. Eddy will start to review these, possibly in conjunction with new employee when appointed. It was noted that some templates for policies were available as part of our membership of Action4Youth. **ACTION EH & EG**
12. AOB. New domain website needs populating. Rich was aware of a volunteer who may be able to assist with the content/set up and would email Liz her details. **ACTION RW**
Liz would liaise with Eddy re any old website content needed. It was noted that now that Dawn had resigned, a first aider was needed for events. Rich agreed to act in this capacity. **ACTION RW**
13. Date and time of next meeting. Via Zoom on Tues 26 March @7pm.