

Minutes of BHMT Agenda Sat 28.9.2019

Apologies: None (CB attended by call conference as unable to in person)

Agree previous minutes: Minutes from 2018 Annual Board meeting accepted as accurate record.

Conflicts of Interest declaration:

SP declaration: SP is Chair of NAPICU which is now a charity. He feels there would be a conflict in terms of the time he could allocate to BHMT. He would like to step down as soon as a suitable alternative is found but is willing to remain in an advisory capacity on the Council of Reference to the Trust.

MH declared a conflict of interest in relation to item 2 and RH by association with MH. The Board agreed that MH would present the proposal for fundraiser and research co-ordinator roles and that she and RH would absent themselves during the discussion/vote on this item.

Election of Chair: Stephen Pereira was re-elected until such times as another suitable trustee is appointed. The Board acknowledged the benefit we have received from SPs knowledge and expertise so far in establishing the Trust as well as the professional connection and friendship with Dominic which proved so fruitful and profitable in former times and which has continued with the Trust.

Reappointment of trustees: (according to the deed this should be three yearly) NB MH, JB, StP, SB, CB : all trustees were willing to stand for another 3 years term (with above caveat from SP) and all were unanimously re-elected in turn. RH and JM do not come up for re-election until 2021

#### 1. Review of Trust activity

Financial review

Money raised since JMH died.	2017-18	£ 6,981.96	
(Nov 2017)	2018-19	£ 29,398.09	
	2019 so far:	£ 22,255.73	
	Total	£ 58,635.78	(£60,826.45)
	Donations in kind:	£ 2,190.67	(£63,017.12)

(Gazebo 2018-19 Shirts 2018-19 Shirts 2019-20 Event expenses)

SB proposed a vote of thanks on behalf of the Board to MH and RH for this fantastic achievement. It has been an exemplary effort on both their parts, which has taken a huge amount of time, energy and thought. They have got the Trust to a point, which drives us forward and gives us momentum for the future. Much of this is due to the connections they have built up over the years and which have come into particular focus in cultivating enthusiasm, participation and loyalty to the Trust and its activities.

Income and Expenditure for the year

i) Events (see appendix "BHMT event Summary' for detail)

Stratford Half/Marathon	£9185	
Football	£875	
Tough Mudder	£2420	
Individual Triathlons (SG and LS)	£1764	
SD 10 event	£6135	
Middle distance Tri (JM and MH)	£726	
Cricket	£835	
Individual Marathon (JC)	£315	(Total 22,256)

ii) Projects supported for a total of £10,450 allocated to the following projects:

Off the fence	Wiltshire Mind	Hope in Action	Oakleaf
Cherry Trees	Bowhaven		
Retune	Rhythmix		

iii) Applications: Sadly, one of the organisations we supported has gone into receivership so the money we advanced them is lost, although they were able to use a small amount of it. We discussed whether there were any steps we could take to prevent passing on money to organisations who are in poor financial positions. We recognise that it is not possible to prevent all losses in this way. However, in response, we have altered the application form on our website- see section 4 below

## 2. Review of Trustees' Roles and responsibilities and consideration of new roles:

These are the roles allocated to the current Trustees

Chair - Stephen Pereira

Administrator - Naomi Beer

Fundraising co-ordinating - Miranda Harris and Roy Harris

Social media manager - John Milik

Website manager - Josh Beer

Charity Engagement- Susanna Beer

Non Trustee support:

Accounts - Gordon Cowie

Legal advice- Al Crow

Each Trustee gave a brief account of their role

SP: as stated above, he would like to step down when suitable alternative found

JM: Would prefer not to continue with a social media role. Would prefer to do more administration or visiting and connecting to charities. Offered to produce a bi-annual Trust newsletter for the purpose of information:

SB: happy with the level of engagement she has. Would relish connecting to more charities within limitations

JB: happy to continue with current role. If the Trust grows in the future, then we may need to upgrade the website. He has just signed up to Google analytics which should produce info in next 6 months giving useful information as to the flow/traffic to the website.

NB: It would be helpful to find additional admin support for database management  
Need to investigate contacts if they know anyone who might help on a paid hourly basis. .

RH: Is currently playing a supporting role to MH: meeting contacts, advising etc.

Some aspects of the above roles may require professional input at some point in the future, as and when the Trust's activity increases, so that some of the increasing money coming in will need to be spent on infrastructure eg database management, website etc

Proposal that going forward, MH to continue in two different but complimentary paid roles As things stand, it is not possible to expand either the fundraising activity nor the research element of the Trust, according to the aspirations of the Trust, without some investment into the role of both fundraiser and research co-ordinator.

So far almost all the connections used for fundraising are through MH and RH. This is not likely to continue to the same extent without now taking the opportunity to build on the connections made. The bigger projects proposed for the coming year all need a lot of time to organise. This could be part of a paid role. The role would include developing a fundraising strategy and meeting people to establish connections over the next 2 years in order to achieve this. The roles would include identification of potential funding sources as well as identifying organisations who might want to do collaborative research (which is part of the Trusts objectives) The research co-ordinator role would primarily involve establishing the infrastructure to promote research/research collaboration e.g setting up templates, protocols, systems etc as well as establish-

ing connections with other organisations and encouraging proposals for defined pieces of research which could then attract specific funding. This is a stated aim of the Trust, which has so far not been fulfilled. There followed a long and detailed discussion (with MH and RH absent) to consider this proposal taking into account the Charity Commission's own guidance on paying Trustees for services and duty of care.

**For a full record of this discussion, please apply to administrator who will be happy to forward it as it is too lengthy for the purposes of this summary.**

The Board unanimously voted to accept the proposal from MH to contract her for fundraising services and as a research developer for the Trust as the best option available to the Trust to build on its work so far. The appointment was fully in accordance with Charity Commission guidance.

MH was congratulated on being appointed to these roles.

Other roles to be considered which could support existing role of administrator and fundraiser

Data manager - SP will ask his contacts

Web designer - there are various contacts within the Trust who could fulfil this

Designer for promotional material (MH will ask for a price for design of an A5 D/S leaflet).

### 3. Review of Aims and Objectives (see Trust Deeds attached)

There was discussion at the last Board Meeting around the stated objects of the charity as written in the deeds (please see original deed and amended deed attached). It can be seen (Clause 31) that amendments can be made but require approval from the Board and from the Charity Commission and they must not be contrary in any way to the aims and objectives as set up in the current deeds. (Please refer to aims and objectives set for last year in Minutes for 2018 Board Meeting.)

It was felt by the Board that using the words 'advancement of Christianity' conjures up the wrong image of what we are trying to achieve through the Trust and may actually be detrimental to the fundraising ability of the Trust. Many large fundraisers would not donate on the basis of those words even if wrongly interpreted.

The Board agreed that the words 'advancement of Christianity' should be removed and furthermore, that we should define 'the Christian values' which we aspire to.

**Action:** Board members to think about and send in words which represent the values of the Trust  
NB to collate the words and send them to legal adviser who will be happy to draft a new clause.

Other general and specific aims for the year ahead:

- Plans: it was decided that part of the fundraisers roll would be to draft a fund-raising strategy
- Target for fundraising as above, for at least the first year of the fundraising contract
- Promoting the charity (includes media)- this will also be part of the fundraiser and research roles

### 4. Applications:

Proposal for future management for applications:

Administrator to send out all applications together just after 1st August and 1st February in tabular form with applications attached.

Increase the application word count to 1000 words and add a section for a description of the background to the project i.e. how long have they been operating, how much do they want?

Add a point of information about an upper limit to any grant.

Ask for a confirmation statement that the project being supported has enough funds to run for 2 years (in practice this may be very difficult to do)

Request to know how many pence in pound donated goes to actual end user/ administration

Decline future paper applications- only accept electronic applications.

Consider creating a principle that charities running for less than 5 years would have an upper limit of £500 or £1000 for their first time of application

The above proposals were accepted

**Action:** JB to alter form on website.

It was also agreed that as a general principle, in any one year, there should not be too much overlap between the various projects in terms of the type of project being supported. This will enable a broader base to the projects we support.

5. Allocation of funds: Funds were allocated according to agreement by the Board. The future process of visiting charities, writing reports and the development of on-going relationship with charities and projects we fund was not discussed

The Board agreed the projects and amounts to be funded according to the appendix

6. IT/ media review:

Report on website management by JB : Boosts to posts do have more reach and impact with evidence of action. It is an effective and low cost way of advertising. Fundraising events are the most effective posts to boost plus mental health awareness.

There is a website link with Facebook but not with Just Giving link.

Blogging is good way to get connections up i.e. Instagram and blog on website.

Consent for publishing photos: GDPR requirements are that no consent for photos is required for fundraising events, donor reports or visit reports. i.e No need for consent for genuine and legitimate reasons.

However, as a general rule we would avoid putting actual clients' photos on the website.

**Action:** JB to link JG with website.

7. Fundraising report: MH and RH

**Plans for 2020/21 events:**

May/September 2020: Clay Pigeon shoot

Autumn/Winter 2020/21: concert

July 2020: Iron Man- MDH and JMB considering writing blog following their training

April 2020: Stratford Half/Marathon

June 13/14 2020: Tough Mudder

Cricket? Early Sept 2020: Football weekend?

Look into the logistics of a Triathlon at the lake in Church Lench 2021

Pub quiz 7/12/2019.

8. AOB:

**Action :** Policy documents need to be written on the following:

Trustees expenses and payments (terms laid out in CC guidance document) e.g. travel, accommodation and subsistence for Trustee meetings; travelling on Trustee duties.

Conflict of interest policy

The business of the meeting having been concluded, the meeting was closed.

Thanks was expressed to SP for so generously hosting the meeting.

Meeting minutes compiled by Naomi Beer