

Minutes for Meeting: Quarterly Board Review

Date/Time: Tuesday 21st June 2011/13:00

Minute Taker: Katy Saunderson (KSa)

Chair: Paula Greenwell (PG)

Present: George Wallace (GW), Geof Armstrong (GA), Ann Fletcher-Williams (AFW), Stuart Bracking (SB)
Pauline Heath (PH), Katrin Ostlundt (KO)

Apologies: Helen Atkin (HA), Kirsty Timming (KT), Janice Irving (JI), Karen Sheader (KSh), Carolyn Roberts (CR)

Point Discussed/Action to be taken	Who	When
<p>KO introduced to the board and formally welcomed to the organisation. KO has been employed by Arcadea as Hub Logistics Co-ordinator on a fixed term 12 month contract, to work part time hours of 18 per week. KO is settling in well and is proving to be a great asset to the team.</p> <p>Due to GA still recovering from his recent illness it was mutually agreed that the Agenda items should be discussed in a slightly different order to that listed.</p> <p>Directors Report Disappointment expressed at the decision by ACE to withdraw RFO support. Moving forward it was outlined and agreed that regular income opportunities need to be sourced in order for the organisation to survive. Current system of allocating 10-15% of project fees to cover overheads not enough to sustain organisation (as £6-700k in project fees would be needed to meet running costs). It is important we look to generate income 'earned', the following areas have already been identified:</p> <ul style="list-style-type: none">• Michael Dolan, The Sage. To pay Arcadea a fee to provide web maintenance and updating of information.• Kitemark quality standard development will eventually become income generating through chargeable fees.• Suggestion to widen Kitemark to other areas such as Youth Groups<ul style="list-style-type: none">○ this is possible once the value is demonstrable as we can then look to expand,	<p>All</p> <p>All</p> <p>PH GA</p>	

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<p>perhaps mental/physical and other excluded groups – possibly in collaboration with Helix Arts or similar.</p> <p>It is important that we don't lose sight of our organisational ideals when moving towards income generation.</p> <p>Reminder from AFW about annual submission to ACE in order to receive Q2 funding.</p> <p>Revised Budget 2011/12 budget presented and discussed. Plans to build up a reserve in order to plan for the future of the organisation outlined. Board members happy with allocation of funds for financial year.</p> <p>Management Accounts Q4 2010/11 and Q1 2011/12 Management Accounts presented to the board. Board members happy with management of finances</p> <p>Dates for Future Boards Meetings & AGM Board members reminded of meeting dates arranged following last meeting, all members able to attend in principle.</p> <p>Minutes of the Last Meeting Minutes of last meeting discussed and approved.</p> <p>Matters Arising Business planning groups to be established once the business plan has been finalised.</p> <p>A Bi-weekly newsletter is to be developed. It is important that the letter does not comment or elaborate on detail. The intention is to provide people with information on opportunities etc for people within the disabled community. Events to be advertised for free. Adverts and Jobs chargeable. Look at etc for model. Newsletter to be emailed. Need to devise a name and construct networks.</p>	<p>GA</p> <p>All</p> <p>All</p> <p>All</p> <p>GW</p> <p>GA</p> <p>GA/KS</p>	<p>01/07/11</p> <p>September</p>

Point Discussed/Action to be taken	Who	When
<p>New format of accounts agreed by board for accessibility. Future versions to ensure decimal places are included.</p>	All KS	Next meeting
<p>Board membership It is imperative for the organisation that we have a strong board in place to move the charity forward. Board to look out for potential new members who can help Arcadea's development.</p>	All	Next meeting
<p>Authorisation of bank balance transfer Authorisation letter to transfer balance from the Lloyds TSB Account into the new Co-Operative bank account as well as close the Lloyds TSB Account signed.</p>	PH PG	
<p>Name Change Name change discussed and it was agreed that a decision is to be made sooner rather than later. Those 2 selected as the most popular being Unleased and North East Disability Arts.</p>		
<p>Any Other Business Development needs to begin immediately in order to generate an income.</p>		
<p>Suggested that we could look at involvement with the Princes Trust in order to ensure they and those they help are accessible and inclusive in their practice</p>	PH	
<p>Board informed of Arcadea's intention to become involved with the Family Sculpture Day ran by Gateshead Council. This would provide a good opportunity to raise our profile as well as providing a source of meaningful activity to Hub members.</p>	KS	
<p>Point raised that there is a great need for Community Centres to provide a creative space for disabled people and that Arcadea should look for opportunities and raise awareness in this area.</p>	PG	

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<p>We are also exploring ways to become involved with Adult Services and look to find ways of bringing artists into the homes of isolated people. These would be Arts Companions and would be local artists trained as personal assistants to make the experience broader and more meaningful by providing creative activities to disabled artists and individuals that they assist.</p> <p>Suggested that we should explore the possibility of providing literacy and numeracy classes in a creative way for Learning Disabled people. Current courses offered by organisations such as the Job Centre do not cater for jobseekers with differing needs. There is a lack of understanding towards and accessible information for learning disabled people.</p> <p>Discussed a project that we are looking to run in collaboration with the University of Sunderland. 69% of Young Offenders are Learning Disabled but there is no specialised provision for them. Starting September post-graduate students will have a research project written into the curriculum to explore this area and identify potential solutions. In return the best student will be paid for a written report as well as being given the opportunity to coordinate putting their suggestions into action (undecided as yet if this will be on a voluntary or paid basis).</p> <p>Suggestion made that Arcadea could approach various disability groups and ask what service they would like Arcadea to provide – perhaps by requesting to attend one of their board meetings.</p> <p>Katy and Katrin thanked for all their hard work in keeping the business moving forward during GA's absence.</p> <p>Constitution To be revisited in detail at next meeting or alternatively a special general meeting could be held (where 2/3 of the board would be required to be in attendance.</p>	<p>PH</p> <p>KS</p> <p>PH</p> <p>KS</p>	
