

For external circulation

Note of Meeting of the Trustees of UKMSA

1st July, 2019

RVS Offices, Victoria, London.

Present:

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| <i>Nathan Sarea, Chairman</i> | <i>NS</i> | <i>Elise Cook</i> | <i>EC</i> |
| <i>Jo Phillips,</i> | <i>JP</i> | <i>John Jarvis</i> | <i>JJ</i> |
| <i>Mark Lindsey, Treasurer</i> | <i>ML</i> | <i>John Rushforth</i> | <i>JR</i> |
| <i>Chris Lee</i> | <i>CL</i> | <i>Brian Cooke</i> | <i>BC</i> |

Apologies:

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| <i>John Latchford,</i> | <i>JL</i> |
| <i>Mike Jenn, Honorary President</i> | <i>MJ</i> |

In attendance:

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| <i>Charlie Bethel, Chief Officer</i> | <i>CB</i> |
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The following notes reflect the discussions and decisions made by the Board of UKMSA on 1st July, 2019.

Minutes of previous meetings were approved.

Trustees

The Chairman detailed the process that was undertaken to recruit new members to the Board. The Board approved their co-option and they were welcomed to the Board of UKMSA.

It was noted that ML shall step down by rotation and seek re-election at the AGM in September in 2019. It was also noted that the new co-opted Trustees would also be required to formerly stand for election at the AGM.

Finance

The Board noted the adoption of the 2019-2020 budget that had been approved via a tele-conference call following the last Board meeting.

The Board received an update on the progress with regard to the development of a new Finance Policy and approved the inclusion of John Latchford on to the Finance Committee.

The Board received the management accounts from 1st April to the 30th June, 2019 and noted a slight underspend to date.

The Board received a draft copy of the accounts from 1st April 2018 to the 31st March 2019 which is being prepared for the independent examiner. It was noted that UKMSA had now moved to an accrual based accounting system due to the forecast of future income.

The Board noted and recorded thanks for Megan Godber's fundraising efforts of over £1,500 for UKMSA by completing the London to Brighton Ultra Marathon.

Policies

The Board approved the Terms of Reference for three committees to support the work of UKMSA. These are:

- i. *Technical Advisory Group*
- ii. *Health and Wellbeing Advisory Group*
- iii. *Property Advisory Group*

The Board noted that there were nominations of interest from people to support these groups and that there might be a need for external members of these groups.

The Board agreed Terms of Reference for a Task and Finish Group to look at how UKMSA can support and develop regional forums and networks. The Board also agreed that this group should consider the opportunities and possible structures for communication to a national level. John Latchford was nominated to chair this group.

The Board considered other groups the organisation may wish to consider in the future. It was noted in the area of Leadership and Workshop Supervisors for instance that there may be a need long-term, but the short term need is to seek funding to start developing and delivering support programmes based on the considerable insight we have.

The Board discussed and approved a new policy for maternity, paternity and adoption.

Business Development and Operations

The Board noted the plan for ShedFest 2019 and a clear development in providing more activities and exhibition space for Sheddors to run alongside Leadership workshops and wellbeing stands.

The Board approved the development of Shed of the Year to include five categories:

1. Shed of the year
2. Shed Community project of the year
3. Shed Volunteer of the year
4. Shed Health and wellbeing impact/project of the year
5. Shed Partnership of the year (such as Local Authorities)

The Board thanked the Dulverton Trust for the generous donation of £30,000 and thanked the staff for their work in securing the funding. The Board approved the budget to be spent on the employment of a Digital Communications Officer to support communication with Sheds and partners as well as developing the website and special projects.

The Board discussed the proposal from Scottish Men's Sheds Association and Men's Sheds Cymru to dissolve UKMSA and form an English body. The Board discussed the impact of this on governance and member Sheds in Scotland, Wales and Northern Ireland. The Board resolved to discuss this further.

The Board agreed that UKMSA should sign Restart's Manchester Declaration and promote this to Sheds to sign.

Staffing

The Board approved the process to recruit for maternity cover for LW.

The Board approved the job description for a Digital Communications Officer for UKMSA.

Membership

The Board agreed that all Sheds are different and autonomous and rather than a definition of a Shed being produced, UKMSA should provide clarity around what are the characteristics of a Shed. The Board determined that a Shed is generally:

- A constituted group of people (3 or more); and/or
- A project of a constituted organisation e.g. Mind, RVS branch, Housing Association; and/or
- A group of people that are un-constituted but on the journey to be constituted; and/or
- Aligned to/Supporting the aims and objectives of UKMSA; and/or
- Primary activities will be practical i.e. making or mending, building, growing (with many other ancillary activities accepted); and/or
- Within the limits of its constitution (e.g. age, sex, area limits) it will strive to be inclusive (subject to capacities e.g. space, equipment, supervision); and/or
- It will aim to enhance the wellbeing of each member through the provision of facilities e.g a Shed, an allotment, tools; and/or
- It will provide a safe, welcoming, social environment that can support lifelong learning and friendships; and/or
- A Shed may be men-only, women only or mixed; and/or
- Be not for profit

The Board also determined the following were characteristics that it did not consider to be in line with the characteristics of a Men's Shed:

- A care provider (though some members may need some supervision); nor
- A social facility without practical activities; nor
- Be in competition with the local economy.

The Board considered the current membership levels and benefits. It determined that Associate Membership should no longer exist and that Associate Members should be permitted full benefits and membership. The Board determined that the category of a development Shed required a definition and that it should be defined as having been constituted and having members.

Any other relevant business

- A paper from Martin Price was received regarding Leadership. The Board thanked Martin for his contribution and would follow up on his submission.
- The Board noted that Chichester University had been in contact with BC regarding a Shed project.