

## For external circulation

### Note of Meeting of the Trustees of UKMSA

12<sup>th</sup> March, 2019

Holiday Inn Express - Nuneaton

#### Present:

*Jo Phillips, Chairperson for the meeting*      *JP*  
*Mark Lindsey, Treasurer*                      *ML*  
*Chris Lee*    *CL*  
*Brian Cooke*                                        *BC*

#### Apologies:

*Nathan Sarea, Chairman*      *NS*

#### In attendance:

*Mike Jenn, Honorary Life President*      *MJ*  
*Charlie Bethel, Chief Officer*              *CB*  
*Kate Gordon, National Shed Development Manager (Two items on the agenda)*      *KG*

The following notes reflect the discussions and decisions made by the Board of UKMSA on 12<sup>th</sup> March, 2019.

Jo Phillips chaired the meeting in the absence of Nathan Sarea who was ill. The Board passed on their best wishes for Nathan's speedy recovery.

The Board agreed unanimously that notes of meetings in an appropriate form should be made available for members. It was noted that matters of confidentiality could not be distributed.

The Board agreed that they should increase the number of meetings in person and resolved to avoid meetings via the telephone.

Minutes of previous meetings were approved.

**The Board formerly recorded the recruitment of Kate Gordon as the National Sheds Development Manager and thanked the Rayne Foundation and Garfield Weston for their support in making this appointment possible.**

**The Board noted the continuation of the contract of Laura Winkley and thanked the Mercer's Company for their generous support.**

The Board discussed the strategy of UKMSA and how success will be measured. The strategy of UKMSA supports both the development of UKMSA as a legal entity and the needs of the Shed movement, members and future members. It was noted that the five highest priorities identified by Sheddors in the 2018 Shed Survey were:

- Training for Leaders
- Help Sheds become more sustainable
- Help Sheds reach more people
- Help Sheds find money
- Provide Sheds with Technical Skills and training

It was agreed that these would feature on all reports to the Board to ensure that the work programmes were focussed on meeting the needs of Sheddors.

It was noted with thanks that surveys had now been introduced as part of the newsletter, Shoulder to Shoulder. It was agreed that it was important to get a regular stream of information and feedback and the Board thanks Sheddors who complete the surveys.

## Trustees

- The Board approved the advert, timeline and recruitment process for additional Trustees of UKMSA.
- Appointments will be taken to the membership at the following AGM for approval.
- A new trustee induction pack shall be developed.
- The Board agreed and set deadlines to undertaking training with ACAS.

## Finance

- The Management accounts were received.
- A review of an Assets, Investment and Reserves Policy is underway as part of a larger review of the Finance Policy and Procedures.
- A remuneration policy for Jury Service was noted and approved.
- Bank mandates and signatories on UKMSA accounts were approved.
- The 2017/18 Accounts have been filed with the Charities Commission.
- The expenses policy for staff and volunteers was reviewed.
- The Board noted the valuable donations and support from The Mercer's Company, The Rayne Foundation, Goldsmiths Charity, Tudor Trust and Waitrose Community Fund.

## Policies

- The Board noted that a Safeguarding framework was being developed
- A Business continuity and risk plan for UKMSA was approved
- A Terms of Reference for the Human Resources Committee was approved and Jo Phillips and Nathan Sarea were appointed to it.
- The Board agreed the appointment of Precise HR to support staff policies and this should in turn support the development of Volunteer policies.
- Staff contracts were discussed.

## Business Development and Operations

- A paper with regard the Characteristics of a Shed and criteria for membership was received for discussion.
- The Board noted that UKMSA had a preferred supplier for a Membership Management System.
- Opportunities around research and possible areas for support were discussed.
- The Board received a report to develop the Ambassador programme with recruitment procedures and to broaden the programme.
- The Board received a report following a meeting of UKMSA with Scottish Men's Sheds Association and Men's Sheds Cymru.
- The development of two new corporate partnerships was discussed.
- It was noted that the development of an Invitation for Tender for a preferred insurance partner was discussed. It has been agreed that it would not be appropriate or in-keeping with the movement to have an exclusive and compulsory provider.
- The Board received activity reports from staff.
- The development of Shed networks was discussed.
- It was agreed that UKMSA should review its guidance and advice on Social Prescribing. It was agreed that Social Prescribing could be a positive initiative for some Sheds, however it was noted that not all experiences by Sheds to date had been positive.
- UKMSA is to consider how to best service its website and communication tools to better support Sheds.
- A report on ShedFest 2018 was tabled with proposals to develop the offer to Shedders further in 2019.
- The Board noted the proposal to host a 'Shed of the Year' event next to ShedFest to enable UKMSA to recognise more categories and the value of Sheds, Shedders and the movement.
- The relationship with Australia's Men's Sheds Association was discussed and how we can work closer together.