

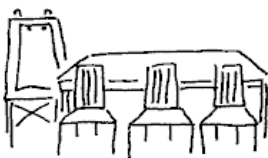




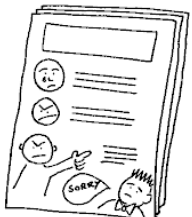
	People Matters Committee meeting	
	Tuesday 8th March 2016	
People who came to the meeting		
Tina Turnbull	Charles Ward	Susan Moreland
Robert Rae	Jonathan Cravitz	
People who wanted to come to the meeting but couldn't		
Rowena Herbert	Kate Barrett	

	Kate Barrett has said she has to stop coming to board meetings. We need to find a new person to come instead. They need to know about keeping account of money.	
	Conflicts of interest - none	
	Notes from the last meeting are fine.	



Actions from last meeting

	The board needs to have more information so it can decide what to do about our office so we have enough space
	Get the new recruitment person Heloise to recruit new members of Teens and support the member of staff who is absent
	Work on the social enterprise project with the group.



Things that we always talk about




	<p>Keeping people safe Keeping people's information safe Health and Safety – We have put lots of new information on the staff part of the website about risks. There is still more to do</p>
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Financial Report

	<p>We looked at the January's Monthly Accounts with the money we have got in and spent as usual.</p> <p>There is still money in the Teens accounts because not all the groups are running yet. We need to talk to the Lottery in April. There is still less money in adult learning. Tina said that this would get a bit better in February and March</p>
	<p>We talked about how much money there was in the bank. We decided to open a savings account. Interest rates are low. We will look for a good rate where we can get at our money with a short notice. Cambridge and Counties Bank looks like a good choice.</p>

Delivery and Business development


	<p>We looked at reports from Elissa and Sally about Outreach and Adult Learning. There are good things happening in each. It is getting more difficult to find staff to lead groups. Reaching the number of people needed in classes is hard work.</p>
	<p>Heloise is now working hard on finding people to join Teens. The Wednesday night group is full. We decided that April was the right time to talk to the Lottery about what has been happening. Tina has been supporting the member of staff who is absent.</p>


	<p>Tina is doing work on the new social enterprise. There is work happening on branding and developing products. We would like more help to work on this.</p>
	<p>Our Children's Short Breaks funding has been given to us again for 2016/17. We need to start work on this again for when Armley Mills Museum opens</p>
<p>Money raised by HealthAmaze through</p> 	<p>The Active Matters project funded by the Health Lottery will finish in January. We need to start looking for new funding to replace this project.</p>

Any other business

	None
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Actions

	<ol style="list-style-type: none"> 1. The board needs to find a new person who knows about keeping account of money. 2. Open a savings account for some of our money 3. Talk to the Lottery in April and carry on getting more people involved in Teens 4. Tina is to look for more help for our social enterprise 5. Start the Film Club when Armley Mills reopens. 6. Begin thinking about what we could do after Active Matters finishes.
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	<p>Date of next meeting – Tuesday 12th April 2016 at 5.30pm</p>
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