

Board of Trustees: Men in Sheds MK

1. Draft Minutes of a meeting of the Board of Trustees held in the Board Room in the Shed on 13th April 2015

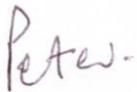
Present: Peter Gallagher, Steve Heath, Nigel Paterson, David Lloyd (DJ), Les Hubbard, Paul Griffiths

2. **Apologies:** none.
3. **Minutes** The minutes of the meeting held on 6th October 2014 were accepted as a true record of that meeting and were signed.
4. **Memorandum of Understanding with Age UK MK** It was noted that the Memorandum of Understanding with Age UK MK had been agreed with the management group and that the first of the monthly payments had been made. It was agreed to change the term from Direct Debit to Standing Order as this was the preferred method of payment for Age UK MK.
5. **Policy Documents** it was noted that the policy document relating to men with special needs has been agreed and had been implemented and will be reviewed shortly Further it was noted that a policy document concerning the means of coping with the misconduct of members had been drafted and will shortly be brought forward for confirmation.
6. **Donations** It was reported that the Management Group had agreed to increase the amounts members should contribute to the running of the Shed. As from the start of April those paying in cash weekly via the demijohn should pay £5.00 each week, and those paying monthly by direct debit would pay £15.00.

It was noted that the arrangements for cancelling the direct debit and creating new ones at the new rate were a little complex and that a note of how to do this would be prepared and would be distributed to members at the AGM.
7. **Annual General Meeting .** The two reports: from the Treasurer and from the Chairman were reviewed and approved.
8. **Membership** The long running question of who is a member of Men In Sheds MK was resolved by agreeing that any man who has regularly paid his donation to the shed and or has attended regularly would be considered to be a current member.
9. **IT Service connection** It was reported that our current agreements provided a very poor service. There was discussion of the desirability of MiS MK taking over this contract and making arrangements for full broadband connection to the Shed, however as the phone line is held in the name of Age UK, it was agreed to ask Age UK to investigate if better arrangements can be established under their auspices.
10. **Paid employees to facilitate the work of the Shed**

11. The needs for Administration Assistance and for Technical Support and accreditation in the shed were discussed at some length. It was agreed that it was likely that there are two distinct roles that we need to support members and that short term funding might be sought from the National Lottery; however a reasoned case would have to be prepared to give details of each post. It was agreed that Paul will attempt to find a suitable expert to help prepare job descriptions for the two roles.
12. **Day to day management of the Shed** It was noted that the burden on Peter and Nigel was becoming overwhelming, and that we will have to make plans to relieve some of this responsibility, possibly by delegating tasks to the Admin Assistant and or the Technical Support/accreditation person.
13. **Any Other Business** None

Approved. P Gallagher

A handwritten signature in blue ink that reads "Peter".