

## **Private and Confidential**

### **WOKING MIND**

#### **Minutes of the meeting of the Management Committee held on 28<sup>th</sup> April, 2010.**

Chairman: Prof. David Rye.

Present: Janie Cottle, Carey Watford, John Ennett, Neil Cheetham, Paul Cheetham, Bill Jennings, Pauline Rogers and Phill Stow.

In attendance: Mike Andrews.

#### **1. Apologies**

Margaret Gower, Rachel Hennessey and Paul Watchhorn

**2. Minutes of the last meeting** were agreed as a correct record.

#### **3. Matters arising:**

- The AGM has been booked at the History centre. David will chair the meeting as the President will be working on General Election matters.
- Fundraising- Pauline met WAVS and will now work on developing our strategy.
- The website donations have been established. (To date in excess of £440 has been raised through the efforts of Rachel.)

#### **4. Treasurer's Report:**

John distributed the figures to the end of April. He noted that the year end figures had changed slightly from those presented at the last meeting in January, though nothing significant. The final deficit was £9727.

As regards 2010, it was noted that this is the last year for comic Relief income, though there will be a greater level of statutory income. Other sources of income will still be explored, including potential project based income from the PCT, we'll explore contacts with National Mind to seek further funding from this source, and also grant application for specific items is a possibility (as mentioned to Pauline by WAVS). All these areas will be considered further.

**Action:** Pauline/David.

Up to April the latest account shows a deficit of £3594, though at this point there has been no increased statutory funding. It was also noted that income from Waitrose is still awaited. Mind shop income is down; this should be checked again when the next quarters payment is received.

As regards expenditure, the level of the catering and housekeeping costs was noted as high. **Action:** Pauline/David agreed to look at the breakdown of these costs.

Overall the budget target is that we aim to operate to a small deficit in 2010, though this was recognised as being a challenge.

## **5. Chairman's Report:**

David reported that the Social Services review is underway and further meetings are planned in June/November. This will lead to the awarding of the 3 year contracts. A recent report has been produced, which has been read by a number in the committee. Factual errors will be communicated back to the author; comments to be passed to David to send a response on behalf of Woking Mind. **Action:** Janie, Mike etc.

The NW Surrey stakeholders meeting will be considering the future of the County LIT in forthcoming meetings.

Various reps from Woking Mind will be attending the meeting with Donal and the PMA on the subject of the Surrey PMA League tomorrow with an aim to run it locally in Surrey (rather than London).

David noted that he will be presenting to the ACU in June. The link is working well in that there had been enquiries about some students working with/learning from Woking Mind via a short attachment.

## **6. Quality**

Pauline had arranged a first meeting on the subject of networking and partnership. Unfortunately Rachel has now left and progress has slowed. However, Pauline noted that Jill Jarvis (a new Trustee subject to election at the AGM) will be taking on this work in the future.

## **7. Centre Reports:**

### **Cornerhouse:**

Mike noted that we need to plan a little further to get more benefit from the students, with an aim to encourage retention and involvement, plus understanding when they are available. **Action:** Mike.

Plans are in progress for the program up to October – the end of the Healthy Living program. The work with Peer Production has not quite been finalised – the TV production part is still outstanding.

It was noted that the nutritionalist has been good – ideally more sessions will be possible. **Action:** Mike to follow up.

Mike noted that we had recently had 3 or 4 new people. It was also pointed out that extra care is needed with self-referrals.

**Sheerwater:**

Bill noted that they have an enthusiastic small group. With the poor weather the allotment sessions have started slowly, though interests developing. There will be a visit to Wisley at the end of May. In June the plan is to hold an insect day.

**8. Any other business**

**Woking Minders:**

Janie noted that there is an end of season 5-a-side tournament on 12<sup>th</sup> May at Woking Football Club. Various photo shoots, dignitaries etc are lined up.

Next meetings:

9<sup>th</sup> June; 6<sup>th</sup> October

AGM - 5<sup>th</sup> May.