

**Minutes of the Board of Trustees Meeting
held on 27th February 2021**

Present:

Andy Gilliland (Chairman)
 Gordon Richardson (Vice-Chairman)
 Terry Blackman (National Treasurer)
 Aidan Linton-Smith
 Sue Brown
 Jerry Hutchinson
 Linda Davis
 Frances Quinn
 Manoj Somasundaram
 Kripen Dhrona (Operations Director)
 Dawn Grafetsberger (Finance & Office Manager)

1. Apologies for absence - none

2. Declaration of any conflicts of interest

MS is a founder director of Choice International whose focus is on disability equality and social inclusion, in particular around disability sports and inclusive fitness.

3. Minutes of the Board meeting held on 27th February 2021

Approved after one correction

4. Matters arising and action sheet - No list

Updated status of actions from 16th January is shown in the table at the end.

5. Operations matters (Operations Director report contains details)

5.1. Update on any outstanding matters (KD)

KD updated on the tender for the Bulletin and is on track to report by June

Matthew Thomas emailed the patrons/ambassadors to ask if they would like a zoom meeting with the chairman to help improve the relationship, response was good.

The Rotary meeting had two patrons attend. Rotary felt it would be better if we worked together on PPS day.

The first zoom café has been arranged with Colin Powell to speak.

There has been an incident last week when a post on a BPF branch facebook page with inflammatory content was posted in the name of the BPF; KD emailed all who complained explaining it was not BPF, the person who posted it took it down. KD has put a statement in the Bulletin.

The board agreed a communications policy is needed and should be incorporated into branch rules and the Articles.

action 21/feb/1 KD/TB

MS commented that we need to discuss diversity at every meeting and find ways to promote and address the issues. AG and SB were at the excellent trustee training last week - this supports MS comments.

action 21/feb/2 add to agenda KD

KD proposed that if he is absent, MT can contact the trustees in order - chair, deputy etc or DG

organise diversity policy training - part of strategic review (MS)

On the AGM, a resolution is needed to run this on zoom at the May meeting.

action 21/feb/3 AG to progress

The board agreed we should have the option of online meetings in the Articles, this also needs a resolution with flexible draft wording including virtual/telephone voting to bring it to the AGM. AG proposed this is included in the Articles, SB seconded, passed unanimously.

action 21/feb/4 TB/KD

Draft guidance is also needed for branch and regional AGMs.

action 21/feb/5 KD/TB

There are 5 places on the Asics 10k postponed to the 25th July. MT has signed up and there is now one space left.

A partnership is agreed with Aves candles to design a BPF candle, some profits to go to the BPF. KD is also a director of Helpcards on behalf of the BPF who is a shareholder and the dividend is around £4000 KD also updated on BPF Christmas cards plans.

5.2. Strategy processes update from the action points in Jan board report.

a) Update from JH/KD – Actions 1 2 5

(Enclosed)

a. Analysing existing surveys is ongoing (Strategy task 1). The low return of the recent survey is disappointing but expected. MS commented that it makes it difficult to take action based on the data. AG suggested more qualitative research, but again harder to reach those not in branches. FQ suggested additional action (see people group report)

b. KD updated on the option of engaging a consultant to facilitate the stakeholder analysis (strategy task 2+5). JH proposed that when they have the three quotes for the stakeholder exercise, the decision on who to go with is delegated to JH/KD/AG - KD added that the whole board with KD and DG need to be involved with the process - ALS seconded - **voted and passed unanimously.** **action 21/feb/6 JH/KD/TB**

c. The NHS and other health and social care organisation should be added to the stakeholder list, also 'competitor' organisations **action 21/feb/7 KD**

d. MS expressed concerns about ability to contribute and the level of detail dealt with in the board meetings. ALS said operational matters could be moved more quickly but full discussion at the board should be allowed.

e. JH proposed he draft a statement on actions points to try and develop a realistic timescale for the strategy development

action 21/feb/08 JH

b) Update from AG/KD – People action group. Actions 6 and 7

(Enclosed)

a. FQ presented the outcome from the 'people' group - see written report. In summary, there is more work essential to try and understand the current needs of UK polio survivors and

determine what the key activities are for the BPF. FQ proposed holding focussed workshops to address the issue, this was agreed by the board.

action 21/feb/9 FQ

- c) Update from TB – finance group Actions 3 and 4 (Enclosed)
 - a. TB presented a detailed finance report giving an overview of the income and expenditure trends since 2006 (see written report). He looked at future options and structural issues. Continuing with current activities without new income will require accessing loan unit funds. Expansion of activities would need 'robust project plans and clear and comprehensible cost-benefit analysis'.
 - b. TB also pointed out that the Articles make no mention of local branches, groups and regions and these are not required to present annual budgets or complete purchase orders. Also member allocation to regions is not written up as policy. A major review is needed and any changes approved by the trustees and the AGM.

action 21/feb/10 TB

- c. MS said he was not comfortable with the membership policy and branch rules, and agreed to present his concerns about membership policy and potential conflicts of interest after he has a clear understanding of the issues.

action 21/feb/11 MS

Trustee only session

Before the afternoon session, the staff members left the meeting to allow the trustees to discuss the CEO role (no current holder). It was decided to first complete the strategic review when we would be in a position to 1) have a full staff structure organogram including succession planning and 2) be able to write role and job descriptions against that profile

action 21/feb/12 JH

Staff returned to continue the afternoon session

- d) Strategy task 8/9/10
 - a. The board discussed task 10 on the Articles, points raised included that they may be out of date, that legal advice may be needed and that fitness for purpose needs to be checked. JH noted that it needed to be done in two stages - first legal advice and fitness for purpose, followed by a second revision if the outcome of the strategic review requires a change in the charity objects. We can call an extraordinary AGM if needed. MS proposed contacting the Charity Commission to ensure compliance with charity law.

action 21/feb/13 TB contact lawyers

action 21/feb/14 MS contact Charity commission

5.3. Staffing update (OD report §4)

KD reported that a lot of discussion around staff issues will be addressed within the strategy review and that team working is good despite lockdown challenges. Lockdown safety measures are unchanged. KD confirmed there is a need for admin support but felt there are more effective ways to provide this than apprenticeships - clarifying the exact need and options for part-time were suggested. Policies and procedures need to reflect options/risks on home working

action 21/feb/15 KD

action 21/feb/16 KD/MS to explore options

The board agreed not to extend the apprenticeship contract or make the position permanent

5.4. Indoor Games – ING Zoom (KD- Verbal Update with input from MS and SB as required)

A zoom meeting is arranged for 13th March 2021 which is the date when they would have taken place. £5k from the Paul Harrison foundation is rolled over to 2022. AG noted the Leicester branch used to 'donate' £10K and he agreed to write to them about support for 2022.

action 21feb/17 AG

SB reminded the board that it had been suggested to use the name 'National Games' to keep options open. KD suggested discuss at the zoom meeting. SB agreed as the aim was to encourage more people along with the current attendees. MS raised the need to move forward on other aspects such as health and well-being, which may help raise funds. AG noted it was an opportunity to refresh the games; GR commented he favoured the games being part of the "long weekend2 with breakout sessions.

action 21/feb/18 MS develop H&W concept

5.5. Expert Panel update

FQ gave a brief update on activities (see written report). There has been no meeting since the last board. Ruth Bridgens is analysing the COVID survey, there are two articles for the Bulletin on swallowing and the Lane Fox rehabilitation course, several NICE consultations in progress and we responded to a government consultations on toilets. GR noted they had an issue with foot-operated bins in disabled toilets - the hospital got it redesigned by the manufacturer to wheel operated.

6. Report from the National Treasurer(NT report)

TB presented the finance report stating BPF is starting the year in a reasonable position having made a surplus of ~£53k to January 31st, but at present projecting a deficit to the year end of ~£33k. The value of the loan units and restricted funds is now linked to market movements - this was explained to branch officers at a zoom meeting in August 2020 (report point 16). Growth will still appear as 'interest' on their accounts, but declines will appear as a reduction in loan unit value (report point 17). There is now more flexibility to consider the use of designated loan units to fund 'central office' activities.

6.1. The Roosevelt Fund – widening the scope

He confirmed that the use of the Roosevelt Memorial Fund can be widened, which is good news.

FQ commented that we should have a drive to use the fund for mobility issues and aids.

TB read out the resolution to widen the use of the Roosevelt fund (see document RMF Section 275 Resolution Certificate of Passing (DRAFT 09.02.21)), AG proposed its acceptance, ALS seconded, passed unanimously.

6.2. Policies Review – The investment policy

(Enclosed)

TB presented the draft investment policy, document BPF Investment Policy - Draft for Board Feb 2021 (002). GR commented that under Liquidity (\$4 in document), gains are not income or interest but capital being given back to the group, and while he was happy to accept the policy for now, we may have to review in a year the policy of 'annual gains being made available to local groups' as he felt it wasn't sensible. **AG proposed the investment policy presented by TB was adopted, ALS seconded, passed by all 7 trustees present (MS and LB had left earlier)**

7. AOB

JH requested that future meetings start promptly at 10am, and have an open waiting room.

AG reported he had been asked by the Dept. of Health for his experience on polio, the aim being to promote vaccination.

SB encouraged others to do the trustee training and can share the slides.

SB suggested splitting the meeting into two - routine and the 'meat'; MS agreed. After discussion, it was agreed to make the operational section more succinct.

action 21/feb/19 AG/KD

GR queried how to take forward his question about the investment portfolio; It was agreed that GR/ALS/TB would get together to discuss and report at the May meeting.

action 21/feb/20 GR/ALS/TM