



Trustee Meeting

Tuesday 7th February 2023 - 12:30pm

Location: YMCA Eastleigh

Agenda

Standing Items

1. Welcome
2. Apologies
3. Minutes from the last meeting
4. Actions from previous meetings

Upcoming Events/Looking back

5. AGM review
6. Sustainable Stoneham update
7. Communications update
8. Food hygiene/First Aid update
9. Insurance update
10. Identify policies/procedures we need and commission a working group
11. Commission a working group to create a financial policy
12. Commission an Easter working group

13. AOB

Actions from previous meetings

Actions from meeting on 07/06/22:

AP1 - **GR** to investigate putting a membership sign up box and/or QR code in the YMCA Cafe.

Actions from meeting on 01/11/22

AP3 - **TJ** to investigate an O365 and Antivirus licence and report back.

Actions from meeting on 10/01/23

AP1 - Identifying what processes and procedures we require to be added to the February Trustee Meeting Agenda.

AP2 - Discussion about a Financial Policy to be added to the February Trustee Meeting Agenda.

AP3 - **CD** to present a newsletter advertisement policy proposal at the February Trustee Meeting.

AP4 - **GR** to arrange a meeting to discuss grant applications.

AP5 - **SJ** to arrange insurance through Policy Bee and report back at the next meeting.