

## **Minutes of Blues Trust board meeting**

Tuesday 8<sup>th</sup> December 2015

Venue: Margaret's home

Recorded by MD

Meeting started at 7.30 pm

Board members present: Peter Bull, Margaret Decker, Richard Stanley, Mark Sutton

Apologies: Emma Hodgson

### **1. Minutes**

The minutes of the October 17<sup>th</sup> meeting were approved.

### **2. Matters arising**

There were no matters arising.

### **3. Discussion on roles, responsibilities and priorities for immediate future**

There was a discussion on who should fill the various roles and who could be approached to find out if they were willing to take a more active part in Blues Trust.

### **4. Signatories for bank account.**

It was agreed that:

- The Mandate for the operation of the bank account(s) payment instructions and banking services is provided to the Bank and that amendments to the Mandate may be provided by any Committee members, Director or Trustee or any other officer of the organisation who is notified to the Bank as being authorised by the Committee to do so;
- The Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it;
- The Bank will be notified in writing of any change in Committee members / Directors / Trustees of the Organisation.
- The Terms and Conditions remain unchanged and in all other respects.
- The signatories shall be Peter Bull, Margaret Decker, Richard Stanley, Mark Sutton and Emma Hodgson
- The key contact will be Peter Bull.

### **5. Media policy proposal**

MD proposed that someone be appointed to write a media policy that outlines our key messages and provides a clear set of rules for communication including social media. It was agreed that it was desirable to have guidelines as we don't have one media person who can be on duty all the time. So we need guidelines that will help us all to know what we can say or write when we have an opportunity to do so. The members at the AGM said that we needed to make more effective use of social media and we need to recruit others to help us do that. They need to know what we want them to communicate. It was decided to try to find a non-board member to help with setting the policy and that the draft prepared by MD could be used as a starting point.

### **6. Any other business**

- a. PB will submit the annual report to the FCA.
- b. It was agreed that PB should renew the website security system.
- c. It was agreed that the period of grace allowed for members to renew their memberships should be one month.
- d. PB will investigate the use of Skype for meetings.

The meeting ended at 9.45 pm.

Signed \_\_\_\_\_