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**Minutes: Trustee Board Meeting: Thursday 13th October 2022**

10.00 am Hove Club

**Present:** Chris (CR) Chair, Janet (JF), Emma (EC), Debbie (DR), Muna (MAJ), Rosie (RM), John (JA), Suzy (SH), Robert (RG) – via Zoom.

**Apologies:** Howard (HK), Katy (KW)

1. **Minutes** of the previous meeting held on Thursday 14th July 2022 were agreed.

2. **Hon Treasurer’s Report**

*Presented by DR in HK’s absence*

Summary points Profit and Loss: year to date vs previous year

* Individual income up £5k: Friends Café open following covid restrictions; Gift Aid up £4k on donations, inc Fat Boy Slim shirt sales and Tennisathon; bank interest down - £2k.
* Fundraising, corporate and legacy: Just Giving and Fundraising + £2; corporate income - £5k
* Net operating loss £15,360 v £30,828

Summary points Assets and Liabilities at 30.09.2022

* Total cash in accounts -£23.5k due to £36k grants settled, £5.8 underspend on Ultrasound grant and overall net profit of + £4k
* Earmarked funds unchanged; non-earmarked funds + £12k

Earmarked funds for Digestive Diseases of £10,800 has been held since 2008. JF to enquire if this funding could be transferred to general funds as the item is no longer required by the department it was given to. MAJ to ask where the funds may be best used.

3. **Constitution & Governance**

An updated version of the Constitution, having previously been circulated to Trustees, was presented by CR and DR**.**

The update is to: Who the members are and how people become members.

A line has been added. *Anyone donating monies, attending events or otherwise contributing to the Friends are invited to be members.* This is to encourage deeper engagement with the charity and to build a broader membership base.

The constitution has also been refreshed visually.

Trustees approved the updated constitution unanimously. SH to update this with Charity Commission and Friends’ website.

CR thanked DR for her work on the Constitution and on updating the Friends Policies.

4.  **Fundraising 2023**

*Presented by CR in KW’s absence*

**Events update**

Big Brighton Sea Swim was postponed until Spring / Summer 2023 due to poor weather. Some swimmers are doing their swim independently. KW has engaged with the swim community well.

CR & KW had a good session with Patrons Michael and Maureen Chowen, planning strategy for 2023.

**Legacies**

RG is producing a list of advisors. The proposition is to engage with local population. Legacy leaflet is available.

**Business / Partnerships**

CR is planning this initiative to engage businesses and partnerships

5. **UHSussex Trust Charity**

BSUH Charity (East area) and Love Your Hospitals (West area) are merging in Spring 2023 to create a Trust wide charity to be overseen by Steve Crump.

6. **Small Acts of Friendship (SAF)**

Feedback remains very positive with early planning to extend SAF into Newhaven Rehab Centre and elderly care wards at Princess Royal Hospital. Friends funding, £40k per year confirmed for 2023 and 2024. A business plan is being developed by Steve Crump and clinical teams with support from Co-Ordinator Paola O’Sullivan to ensure continuation of SAF. Friends will own the project which will be underwritten by UHSussex.

BHASVIC and BrightMed volunteers now working on the elderly care wards.

A discussion on future volunteering recruitment brought up several opportunities.

7. **Friends Café** (added to agenda)

RM will advertise volunteering opportunities at the Café and for SAF to former teachers.

The Café currently has two volunteering vacancies with one person currently at registration / training stage. RM offered to support efforts to identify a new sandwich supplier.

A separate group to discuss the Café will be set up.

8. **Future Spending**

CR and MAJ led a discussion on future spending priorities and plans. Earmarked funds for cancer services are available. Spending could be spread over 2-3 years for maximum impact and patient benefit.

MAJ to discuss with clinical teams in areas of specific need. Sarcoma Nurse initiative is going well.

Ultrasound for Sexual Health Department is in use with very positive patient and staff feedback. SH has added details to website.

**Future Meetings**

All Trustees are welcome to join the Events and Business Partnerships meetings in November.

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| Thursday 3rd November | 9.30am | Events Meeting | Office |
| Tuesday 15th November | 9.30am | Business Partnerships | Office |
| Date tbc by DR | tbc | Operations Meeting | Office |
| Tuesday 10th January 2023 | 10.00am | Executive Group | Office |
| Thursday 19th January 2023 | 10.00am | Board Meeting | The Hove Club |
| Tuesday 4th April 2023 | 10.00am | Executive Group | Office |
| Thursday 13th April 2023 | 10.00am | Board Meeting | Audrey Emerton Bldg |
| Tuesday 4th July 2023 | 10.00am | Executive Group | Office |
| July 2023 Date tbc (SH) | 6.00pm | Annual General Meeting | Multi-faith space 3Ts |
| Tuesday 3rd October 2023 | 10.00am | Executive Meeting | Office |
| Thursday 12th October 2023 | 10.00am | Board Meeting | tbc |

**Signed …………………………………………………………………… Date …………………………………..**