

SPARKPLUG Board of Trustees Meeting
15 December 2008

Draft

The meeting took place at the SPARKPLUG. The following were in attendance:

Trustees: Father Jim Kennedy
 Julian Bowman
 Kathleen Fitzgerald
 Stephan Schulte

SPARKPLUG:
 Martin Willis

Approval of Minutes of Previous Meeting

The minutes were not available; however as 27 Oct was our first meeting it was involved with developing the formal agenda for subsequent meetings. That was done and was used as the Agenda for this meeting. Any "action items" were added to the "Action Item" List (copy attached).

Current Business

Finance Report

Budget YTD

The YTD Budget still has not been completed however is being worked on. Emphasis had been placed on getting the 2007-08 accounts completed. It is expected that we will have a formal 2008-09 budget presentation for the next meeting. This will include a statement of where we are to date (Balance sheet and YTD P/L)

Status of annual accounts

2006-07 – Martin has indicated these have now been filed with the Charities Commission, Companies House and the Inland Revenue as required and we are now paying down the file for the late filing with Companies House.

2007-08 – These accounts were approved and must now be signed and submitted as above (Action Item).

Staffing Issues

Status of Contracts for Staff

Preliminary contracts were presented by they were not accepted. They need further modification and should be presented to the Trustees at the next meeting for counter signature. Problems included: correct rates of pay for staff and term of contracts (Action Item).

Contracts for permanent staff will be month-to-month rolling contracts to ensure SPARKPLUG's ability to honour them due to lack of set funding at this time.

Staff Meeting Policy

Martin has now begun to initiate formal staff Meetings.

Insurance

SPARKPLUG Liability Insurance/Individual personal liability insurance

Martin has checked with insurance carrier and SPARKPLUG has a £2 million liability policy that covers activities on and off site for all personnel.

Trustee's/director's liability insurance

No policy seems to be in place; Martin will investigate costs and advise (Action Item).

"Key-man" insurance

Martin will request as part of main policy (Action Item).

Funding Report

Review of submissions procedures

Future funding applications should be reviewed by at least one of the Trustees prior to submission.

Attempts should be made to standardize certain elements of the submission to make the process more effective. This can be done in "Word" or by investigating the purchase of some specialized software that Father Jim has heard about.

There was a discussion on the best way to allocated staff salaries on future submissions. It was decided that Salaries should be shown at the rates proscribed for the hours needed, while additional costs (overhead, etc) could be expressed as a 20% administrative fee.

Status of applications submitted

The Funding Database should be revised to show more information. Father Jim will work with Martin to develop the proper layout. (Action Item)

Upcoming applications

Agreed

Other business

Martin indicated that the router Father Jim provided has now been installed and both of the SPARKPLUG computers have been networked. It was not clear however if both are now being backed up – this must be clarified (Action Item).

Lorrain Gibson will be invited to attend future Trustee's Meetings.

Martin indicated that SPARKPLUG has now purchased it's own Sage Accounting Package.

Next meeting

To be determined (*Father Jim, can you please propose some dates in January when you will be free.*)

Minutes taken by Stephan Schulte and approved on:

List of Action Items follows below.

SPARKPLUG Action Items List
(Note - completed items appear in grey text)

- 1) Schedule a Trustees/Directors meeting
- 2) We need to start working on financials for 07-08. Specifically we need to know where we stand in regards to core funding to run the organization.
- 3) You must back up your computers.... you are courting a nightmare scenario that will be a disaster.
- 4) We need to get some pix of SN Team at SPARKPLUG donating bikes. Great subject to generate press release – good for you, good for police.
- 5) Have you changed the answering machine message yet?
 - a) *You've reached SPARKPLUG. Unfortunately no one is currently available to take your call. Please leave your name, number and time of call and we will call you back as soon as possible. For more information about SPARKPLUG, including our opening hours, location and specific activities, please check our website at: www.thesparkplug.org.*
- 6) Suggest you install Events Board on outside wall of SPARKPLUG
- 7) Suggest we circulate playbook to other management members in preparation for upcoming meeting.
- 8) Status of contracts for Martin, Lorraine and staff
- 9) We need to establish the correct “admin fee” is for funding submissions. It would include all overheads, but not salaries which would be included separately.
- 10) We must have measurements of numbers of kids in programmes and other success failure measurements.
- 11) Must order our own version of Sage software.
- 12) We need the 08-09 Budget, P/L expressed as YTD figures and a Balance Sheet.
- 13) Have the 07-08 Accounts been submitted to the Charities Commission, Companies House and the Inland Revenue?
- 14) We need Trustees Liability Insurance
- 15) Has “Key man” insurance been added to SPARKPLUG overall policy?
- 16) The SPARKPLUG schedule on the website and annual report must be updated