Minutes of Ordinary Meeting of CRED Foundation Trustees

Saturday 22nd January 2022 – 2:30pm to 4:00pm

**Location:** Hawkes House, Thornbury

**Attending:** Simon Wareham (Chair)

Zac Cook

 Rozzie Harrison

Cheryl Jenkinson

Nicky Phipps

Helen Harrison

**Apologies:** Steve Bridgeman

**Agenda:**

***Business section: 2:30pm to 3:45pm***

1. Welcome
* Simon – good to be back to face to face
* Welcome Zac in the flesh
1. Minutes of the meeting 22nd October 2021
	* Approved unanimously
2. Actions from minutes
	* Review action tracker
		1. Simon to pick this!!!
3. Finance update
	* Annual Report for Year Ended 31st March 2021 – final update
		1. Now finished! Took a while but now signed and posted to HMRC/Companies House/Charities House.
		2. Corporation Tax return done.
	* Annual Report for Year Ended 31st March 2022
		1. Hoping that this year it will be a more streamlined process. Aim for end of July to submit report.
		2. **ACTION - Helen will have a look at the blurb bits of the document and refresh them, along with some of the tables.**
	* Current finance report
		1. Nothing in there that’s particularly controversial. In a reasonable sound financial state, and going forward, we are in a position that is better than we’ve ever had.
		2. This means that we can start seriously thinking about how we can continue to support some of the partners with some money that we have in the pot.
		3. We are not paying Helen or Simon anymore so that has helped build up the pot.
		4. **ACTION – Simon and Rozzie to meet about pot balances.**
		5. Question – why are there lots of zero columns? Rozzie can go through and close columns at the end of the financial year in March. Columns are based on a historical report from before.
		6. We need to make sure someone is taking responsibility for sending this money out rather than letting it accrue. Helen is probably the best person to do this. For example, Dance Africa, we have the money for it. Would be useful to know the plans.
		7. We need to be seen to be dispersing this money to the projects. Under the Charity Commission, we have the duty to be doing this.
		8. **ACTION – talk about Reserve policy in next meeting**.
		9. Donations Policy for Gift Aid – agree on policy for the next year.
		10. Lots of donors are not gift aiding. Some are organisations so can’t, but we should perhaps chase the others.
		11. **ACTION – Rozzie to do Gift Aid claim asap.**
		12. See Gift Aid report analysis. Simon proposing this as our proposal, Rozzie seconding, everyone else in favour.
		13. **ACTION – Simon to update Report to remove names, etc.**
4. Helen’s partner updates
	* Report back on Africa visit
		1. See report! Good to be back and alongside the partners. Reinforces what it means for them for us to go out there and see them. Lovely to have Rozzie there too. Right decision to come home early due to Covid. Good zoom conversation with Pius, even though Helen didn’t make it to Kenya. Intentional catch ups with Pius and Kenyanito every few weeks re personal life/work balance, etc.
		2. Thank you to Trustees for support for the visit.
	* Rozzie’s review of Africa visit
		1. Had a fantastic time and echo a lot of what Helen said. Great to see the partners in situ. Nice to see them on more of a peer level. Lots of insight into the day to day running of projects. Reminds us of importance of the support that we give. Thank you for the funding from the Trustees.
	* Steve update from Zambia
		1. See report.
	* Various updates from partners
		1. See report.
		2. Families for Pakistan – supporting marginalised Christian families in Islamabad, helping them grow their capacity to generate income. They need a partner in the UK. New organisation, due diligence checks ok. Helen chatted with Links International. He’s going to get in touch with them and explore as well. Helen’s feeling is that she keeps the conversation going and see how things go and monitor things at the moment. Unless we’re looking at more partners?
		3. Do we let go of some partners and replace with other new ones?
		4. Simon thinks it’s worth holding them in the background and re-looking at it in a few months’ time.
	* Next trip to Africa
		1. 4 weeks today Helen will be heading back out to Rwanda for 2 weeks, (360 Life and CRED focus) and then onto Uganda for a week (lots of hats!). After that, onto Kenya for 2 weeks (360 Life and some CRED), and then finally to Tanzania for just under a week (CRED). 19th Feb to 31st Mar.
		2. **ACTION – Helen to send round itinery**
5. Conference proposal
	* 3.5 day conference. ½ day intro and chatting. Tuesday to Thursday, key note speakers, breakout sessions. UK mornings and afternoons. 20/30 minutes talk.
	* **ACTION – People to think about key note speakers**
	* **ACTION – Helen to add budget to conference proposal**
6. Cheryl communications update
	* Simon proposed, and Nicky seconded that Zac will take over the social media.
7. CRED policy review update from Steve

***Strategy section: N/a***

1. No items this meeting

***Meeting closure section: 3:45pm to 4pm***

1. Any other business *– please notify Chair 24 hours in advance*
2. Date of next meetings – Wednesday 27th April 2022 – 7:30pm Zoom

Saturday 9Th July 2022 – 2.30pm – In person at Hawkes House