Ordinary Meeting of CRED Foundation Trustees

Wednesday 27th April 2022 – 19:30pm to 21:00pm

**Present (Trustees):** Simon Wareham (Chair), Steve Bridgeman, Rozzie Harrison, Cheryl Jenkinson, Nicky Phipps

**Attending:** Helen Harrison – Partner Support Manager

Samantha Murray – prospective new trustee

**Apologies:**  Zac Cook

**Agenda:**

***Business section: 19:30pm to 20:45pm***

1. **Welcome**
2. **Minutes of the meeting 22nd January 2022** 
   * Approved by all
3. **Actions from minutes** 
   * Reviewed and some actions closed
   * See updated tracker
4. **Trustee update** 
   * Appointment of Samantha Murray
   * Proposed by SJW, Seconded by NP, unanimous approval.
     1. **Action**: **SJW** to inform charities commission and companies house re appointment of Sam
5. **Finance update** 
   * Annual Report for Year Ended 31st March 2022
     1. **Action**: **SJW** to send required info to RH to allow final reports to be made
   * Current finance report
     1. SJW shared info re year end finances
     2. Gift aid for this year will be in the next accounting year
     3. Travel expenses will start to increase as HH resumes some of her travel
     4. **Action: RH** to complete the Gift Aid claim
     5. **Action: SJW** to explore the stewardship monies not yet allocated
6. **Partner updates** 
   * Helen report back on most recent Africa visit
     1. See partner report from HH
   * Steve update from Zambian / Malawi
     1. Zambia: See recommendations report from SB
     2. Malawi: Prison ministry development, lessons and other input at Stepping Stones
   * Various updates from partners
     1. See partner report from HH
   * PSD proposition – per video shared by HH
     1. Several options that Samuel was interested in trustees getting involved with re raising some funds for programmes in Nepal
     2. Tree planting could be an option as a result of a carbon offsetting scheme that could be promoted to all cred supporters
     3. Agreement not to get involved in projects where we do fundraising on PSD behalf, but yes to move forwards on the carbon offsetting scheme
     4. **Action: HH** to explore the carbon offsetting scheme more with Samuel.
     5. Discussion re the fact that Samuel only covered 5% of the funds required, rather than 10% as per the policy. Agreed that it is not acceptable to start making exceptions, and this needs to be explained to Samuel
     6. **Action: HH to email Samuel and explain this, and request further income**
7. **Wider engagement work with other partners or fresh projects** 
   * Discussion re whether we are looking for any further partners, and if so how we filter them
   * Agreement that no further partners being looked for, and only consider any new ones if there is a really strong reason to consider them
   * HH also asked about how to lay partners down when we don’t have any activity with them, and there is no / very little engagement from them. What are the exit strategies?
     1. SB: we need to identify exactly what we are able to offer – if we aren’t offering any of that to the partners, then do we develop an exit strategy?
     2. NP: shared example of partner agreements system and whether this can work for CRED
     3. RH: we are relational with our partners, so when those relationships slip due to them being with previous people, then is that the time to let go of the partnership?
     4. **Action NP and SB**: to develop a proposal regarding partner agreements
8. **Conference proposal** 
   * See conference paper
   * Agreement that finances suggestion is acceptable re speakers
   * **Action SJW and HH**: discuss payment for HH
9. **CRED policy review what are the next steps required?** 
   * See proposal of policies required
   * SB suggests 5 required policies, do we need any others?
   * RH: no need for health and safety
   * SJW: include financial issues, gift aid, and reserves all in one overall finances policy
   * There are some policies in existence but all very old, so best to start from new.
   * **Action SB**: to contact Links International to get examples of policies for 1,3,4 and 5
   * **Action SJW and SM:** to work on the finance policy, including reserves policy

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

1. No items this meeting

***Meeting closure section: 20:45pm to 21:00pm***

1. Any other business *– please notify Chair 24 hours in advance* SJW
   * SB: is there any funds available for disbursement?
     1. SJW: work out reserves policy first and then consider
2. Date of next meeting –
   * Wednesday 13th July 2022 – zoom