

Minutes of Directors Meeting held at
15:00 – 17th November 2013
Novotal Edinburgh Park, Edinburgh Park, 15 Lochside Ave, Edinburgh EH12 9DJ

Present

John Reid, Chair, **JR**
Christine Mitchell, Vice Chair, User Group, (North) **CM**
Roy Haycock, Treasurer, **RH**
Pat Fitzpatrick, Board Secretary, **PF**
Stuart Holt, User Group (South), **SH**
Gareth Jones, **GJ** (Wales)
Dennis Small, **DS** (Northern Ireland)

LA Office Staff

Dave White, Chief Executive Officer, **DW**

The meeting was opened by **JR** who said the purpose of this Board meeting was to elect the board of the LA for the following year. The following nominations were made and the board elected unanimously:

- **JR** – chairman
- **SH** – vice-chairman
- **RH** – treasurer
- **PF** – board secretary

JR said that there was a few of other matters that we needed to discuss.

1. A member had not attended the AGM despite requesting 2 rooms. **JR** suggested that **DW** contact the member to see if there was a valid reason for not attending the AGM as agreed. If there was no valid reason then the member in question should be sent a bill for the accommodation. The member should also be asked to remove the reference to the LA from their profile on the Disability website where it states that the member has been co-opted onto the LA board before it has happened

SH asked **DW** to keep the trustees informed of the situation.

2. **DW** explained that the office bill had been reduced as follows:
 - A franking machine has been bought for the office not rented.
 - Renegotiated office rent over 3 years
 - A change was made to the way credit card payments are taken.
 - All suppliers have been changed to cheaper ones

In all an overall saving of over £20,000 has been made.

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3. **PF** suggested that we sort out the dates for the next AGM and User Group meeting as soon as possible. **SH** proposed that the User Group should be held in September and **CM** suggested the second week of the month. **CM** mentioned that there were 2 accessible hotels in Birmingham, the Mint and Novotel if we decided to host the User Group there. **DS** suggested that the user group meets in Liverpool.

It was agreed that we would discuss the next AGM and the User Group meeting at the next trustee meeting.

Action – DW to speak to the member to find out why they had not attended the AGM.

Action – DW to inform the trustees the response to his enquiry above.

Next trustee meeting to be held in Chelmsford on Wednesday 22nd January 2014

The meeting closed at 16:00.