

# DMCC Trustees meeting

## Minutes of Meeting Number: 31



<b>Venue:</b>	Took place via Microsoft Teams (due to Coronavirus)
<b>Date of meeting:</b>	<b>Monday 14<sup>th</sup> September 2020 at 3pm</b>
<b>Present</b>	June Wildman (JW) (Chairman), Chris Palmer (CP) (Treasurer) and Emma Hayden (EH). DMCC Administrator: Jane Edwards. (JE)

1	JW welcomed everyone to the meeting.
2	<b>Apologies of absence</b> were received from: Anne McKiernan (AM), Julia Hadley (JH), Rachel Johnson (RJ) and Andy Francis (AF)
3	Minutes of meeting held on 3.8.20 were proposed, seconded and accepted unanimously
4	<b>Chairman's update</b> JW updated those present regarding meetings with Commissioning development Officer DCC. Memory Cafes across Devon had expressed their gratitude for the Covid Bulletins and other help we had given them during lockdown. JW thanked all the Trustees for their hard work resulting from the pandemic.
5	<b>Financial report and bank update</b> CP reported progress with online banking and had arranged an interim arrangement with the bank which required Trustees to accept bank conditions. Agreed by all present. Annual accounts needed to be agreed by Trustees before being sent on to Yennons, the accountants. Trustees agreed. Additional signatories. Arrangements would commence once online banking was received. Trustee agreed Emma would be third signatory.
6	<b>Annual General Meeting paperwork for 19<sup>th</sup> November 2020.</b> AGM paperwork including TAR were agreed by a majority of Trustees including updating of Risk Assessment and Investment policies.
7	<b>Format of the AGM</b> Would be held via Zoom on 19 November followed by a short presentation of new training videos.
8	<b>Memory Café Matters Update</b> Subcommittee of Memory Café Matters had been held on 17 Sept when deadlines were agreed on completion dates.

9	<b>Preparation for Re-opening a Memory Café document</b> Jw reported hat the final document had been produced by coproduction and had been sent out.
10	<b>Any other business</b> JW reported a newsletter would be sent out in Autumn.
11	There being no further business the meeting closed at 4pm.
12	<b>Date of next Trustee meeting:</b> Monday 2 <sup>nd</sup> November 2020.