



FUNDING MEETING MINUTES

Date: Tuesday 27th June 2017

Time: 10:00 to 11:00 Location: Future Business Centre (Bistro)

In attendance:

Directors

1. Jonathan Frascella (later arrival)
2. Andy Reedman (later arrival)
3. Liz Randell (via Skype)
4. Helena Hanson-Fure

Members

5. Tia Lush (Temp Chair)
 6. Lorena Hodgson
 7. Richard Yule
 8. Richard Wishart
 9. Nigel Goddard
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Agenda

1. Apologies for absence

JF sends his apologies and may arrive later.

2. Book-keeping and accounts

TL & HHF have gone through a hand-over of the day to day bookkeeping and accounts for the running DPiP. HHF now has access to the bank account. All banking documents will now be stored at the Registered Office, Peterscourt, EIC.

*The group discussed the end of year filing and the deadlines. The CIC was formed on 28th July 2015. HHF will contact HMRC to ask if we can set a new year end filing date to make it easier to manage. She will also look into the process for filing and assess if she will be able to do it herself or an Accountant will need to be commissioned for the task. HHF to report back to the other Directors. **HHF***

LH confirmed that she would be happy to help advise on the annual report that will be required by Companies House. This report normally coincides with the annual filing.

3. Payments for Professional Services

LR was asked to leave the meeting at this point. The group discussed the possibility of remunerating for professional services such as web admin, design, and social media management, important tasks which are currently being carried out by the Directors.

It was acknowledged that the Directors have volunteered all their time for the past three years without any remuneration and while it is in the Group interest to benefit from the 'free' services provided, if a situation arose

and a particular service was no longer available for 'free', it would have to be outsourced and a commercial rate paid.

It was agreed that we should ask JF, LR, & AR to submit an estimated timesheet with the hours that are required for each of their prospective tasks. The group will review the costs and make a final decision. The group discussed a need for transparency so that the 'community and non-profit' element is not compromised and no individual is seen to be benefiting or being favoured. Any remuneration agreement should be on a trial basis over a set period of time so that the group can make an assessment to see if the arrangement is working out. **JF, LR, & AR**

4. Sponsorship of DPiP

LR, JF, & AR joined the meeting at this point. The group discussed a potential of changing the current sponsorship of the monthly meetings to sponsorship of DPiP as a whole.

The group discussed possible kickstarter tier levels where we could propose a certain level of activity based on how much funding we can secure in a particular period.

It was agreed that the Directors need to speak to the current sponsors to engage them in the process and establish any expectations and requirements that could help form any future events and activities. **Directors**

The group agreed that it would be very helpful to work out a rough schedule of events and activities for the next 12 months as well as estimated costs for running a workshop or activity. This will help to work out how much is required when defining the new sponsor packages and benefits. **Directors**

5. External Funding

The group discussed and explored options for external funding outside of sponsorship. It was agreed that we need to have some statistics and data on our membership in terms of attendance etc. It would also be helpful to have a year's worth of accounts to backup any application made to organisations such as the Big Lottery Fund.

It was agreed that we should explore partnerships with other non-profit organisations and investigate what areas are not being covered, such as 'Code Clubs for Adults' and 'Tech for Seniors' as this would tie in nicely with the DPiP ethos.

TL expressed a need to have a part-time dedicated administrator to help assist with the running of the group. It was agreed that we would be unlikely to get funding to pay for an 'employee' but there was a possibility of multiple running projects side-by-side where the admin/co-ordinator role could overlap. We agreed that we should look at project based funding for particular activities.

6. Any other business

LinkedIn - RW has created a DPiP Discussion group on the platform. He is asking everyone to sign up to the group and start connecting with others to make full use of the platform. **All**

STEMNet - RW has offered to reach out to the organisation to see if there is a possibility to work with them for STEMfest 2017. He will report back at a later date. **RW**