

Management Team Meeting

Tuesday 19th January 2021

Venue: ZOOM Conference

Attendees: John Poulson (JP), Kath Reader (KR), Shay Norman (SN), Lou Davis (LD), Arthur Harding (AH), Derek Hough (DH), June Buckley (JB)

Apologies

Meeting commenced at 9:30,

Item	Minute	Action	Owner	Completion Date
1.	Previous Minutes	Reviewed and accepted		
2.	Matters Arising	<p>Alsager Christmas Special Successful event with 7000 views</p> <p>Alsager Station Signage EMR will include DMF Community logo on signage in February.</p> <p>Cheshire East Dementia Strategy Kath attended a meeting on Monday 18th with other Dementia Champions and all input to the proposed strategy.</p>		
3.	Any Conflicts of Interest	Derek stated he is Chair of the Finance Committee and head of the Grants Panel		
4.	Health & Safety	No issues or actions required		
5.	Volunteers	Everyone to continue to collate Volunteer hours on a weekly basis and forward to John	Kath/ Arthur/ Shay	At end of each week
6.	GRIPP	Loss of the physical office will not impact our Accreditation	AH	Complete
7.	Review Panel Review 18/01/21	<p>John, Arthur, Kath, Lou and Derek attended the Review Panel meeting. Q3 report was accepted without comment. Updated SLA produced by Jane Hearne was not available prior to the meeting but was reviewed by Jane sharing the document. The revised SLA is to be distributed by Friday of this week to John who will forward to the team who will then review the suggested changes.</p> <p>All to review and have comments ready for review of SLA to occur on Tuesday 26th at 10am.</p> <p>Comments to be emailed back to Nicola.</p>	<p>Everyone</p> <p>John</p>	<p>26/01/21</p> <p>01/02/21</p>
8.	AGM	John shared the first draft of the AGM presentation and received comments which will be incorporated along with changes he had noted.	John	26/01/21

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		John also shared the updates to the Community and Business Directory which will be shown at the AGM.		
9.	A.O.B.	Cheshire East Business Champion June asked if we could direct anyone requiring business support to Sarah Pochin Lou to put update facebook with contact details.	Lou	Complete
	NEXT MEETING	Tuesday February 16 ^h , 2021 at 9:30am		