

## Minutes DMCC Trustees meeting

Monday 6th July 2020 at 3pm

Meeting Number: 29

Venue:	Took place via Microsoft Teams (due to Coronavirus)
Attended:	Trustees: June Wildman(JW) (Chairman), Chris Palmer(CP) (Treasurer), Rachel Johnson (RJ), Anne McKiernan(AM), Emma Hayden(EH) and Julia Hadley(JH)  DMCC Administrator: Jane Edwards(JE). IT Advisor: Andy Francis(AF)

1	<b>Welcome</b> JW welcomed everyone to another Teams meeting
2	<b>Apologies for absence</b> - none
3	<b>Minutes of the previous meeting</b> No:28 held on 1 <sup>st</sup> June 2020 The minutes were discussed and acceptance proposed by CP and seconded by AM, agreed by all.
4	<b>Matters arising and approval of Minutes</b> The matters arising were due to be discussed in the meeting.
5	<b>Appointment of new Trustee</b> JW welcomed Julia Hadley as a new trustee of DMCC.
5a	<b>Chairman's update</b> JW said that she had met twice with Heather Mills (HM) (DCC Commissioner) since the last trustees meeting and she has accepted the Strategic Plan for DMCC for the coming year but there is a delay in allocating the funding as the existing manager is on maternity leave and HM has a meeting scheduled with the replacement manager to discuss funding. They are keen to push technology improvements. HM has been working on Covid-19 and seconded to care homes as is most of the funding. She wants to set up a Dementia working party to support the Sustainability and Transformation Plan that involves DCC and NHS.
6	<b>Financial report. and bank update</b> CP held a meeting with JW and JE to discuss budgets and costings for the strategic plan – to be discussed in the next item. He has been in contact with HSBC and they have now applied the change of address and he is now pursuing the setting up of Online banking and creating a savings account. AM mentioned that she has applied to the Gibbons Trust for funding for her Memory Café and added that they were interested in finding out about DMCC. JW said that DMCC is funded by DCC but individual MCs can apply for their own funds.

7	<p><b>Strategic Plan for 2020-21</b>          JW talked through the aims and costings in the plan – these were discussed and agreed by all.          RJ enquired about spending the current balance and if there is a reserves policy. JW said that this needs looking into, but there are no restricted funds and the MCM project and the planned IT expenditure will come out of the current balance. CP will set up a tracking system to monitor spend on each project.</p>
8	<p><b>IT Sub-Committee update</b>          AF has submitted costings for the IT upgrade for better quality equipment more suitable for the current work DMCC now undertakes that involves online conferencing meetings etc. He has included the cost of:</p> <ul style="list-style-type: none"> <li>• a laptop at £17,000, that has better graphics card and storage</li> <li>• a projector at £500 with a spare replacement lamp at £130 and</li> <li>• a hard drive back-up at £100.</li> </ul> <p>There will also be a cost implication for Microsoft 365 pro that will be an annual subscription to be paid by Direct Debit that AF will discuss with CP. There was a discussion about the address to be used for warrantees etc.          JE said that she has a public address system that DMCC purchased a while ago and will link with AF to establish if this can be of use at events.          AF said that he is going to enquire if Storm Front a local business to him might be able to help with the purchase of the IT equipment.          All present agreed to the purchase of the new equipment</p>
9	<p><b>Memory Café Matters (MCM) Update</b>          AM said that she has held a Zoom meeting with Tom Gibbs and Steve Milton to discuss the present position of the MCM films. During the month there was also a MCM sub-committee project meeting held over Teams.          AM explained that there are seven films based on What is Dementia and she suggested filming JW as Chairman to welcome everyone to each section to promote the work of the DMCC in the project. Tom is going to link up with June about the filming. At this meeting Tom and Steve agreed an new timeline now that Tom has completed his Corona-19 filming for the WHO.</p>
10	<p><b>AGM - date and structure</b>          JW told the Trustees that the AGM will have to take place over Zoom and that a date needs to be set. It was agreed that it will be held on <b>Thursday 19<sup>th</sup> November 2020 at 10.30am</b>          There will be a 15-minute log-in time before the meeting. AF will create an overview of How to connect to Zoom to be sent out to members with the AGM invitation.          JW suggested that voting papers to be sent to JE          JW also asked everyone if they are in agreement to stand again for the coming year. All agreed. JE and JW to look at the AGM rules to decided if anyone needs to stand down for re-election but unlikely as RJ was elected at AGM in Jan 2019 and June in Nov 2019. JW will need to be elected at new Chairman and JH as new Trustee.</p>

11	<p><b>Any other business</b></p> <p><b>Covid-19 questionnaire</b> JW explained that a questionnaire had been sent out to all Members and a summary of the replies sent to Trustees to look at prior to the meeting. To date, 39% of the Members have replied. JW has drafted an email for JE to send out to the Members who have not yet responded in case they had forgotten or why they haven't and if they can give an update by email- rather than by the form, if that is a problem. In an analysis of the questionnaire the majority are keeping in contact by telephone, only 8 Cafes have a Carers Group so JW would like to enquire about what others are doing to support carers. JH said that she runs a separate Carers Group that is not part of her Memory Café and that might be why the figures do not reflect a true picture. Very few Memory Cafes indicated that they have plans on how and when to open, but much will depend upon current Government advice. JW asked Trustees to look at the analysis to consider a way forward.</p> <p><b>DMCC Covid-19 Information Sheet.</b> JW mentioned that the second Covid-19 Information sheet has just been completed and sent out to members and to some individuals in DCC.</p>
12	There being no further business, the meeting closed at 4.30pm
13	Next Trustee meeting to take place on: Monday 3 <sup>rd</sup> August 2020 at 3pm via Teams