

Headway Teesside



the brain injury association

Minutes of Committee Meeting held on
Wednesday 4 May 2011 at 10.30 am

1. Present:

Chrissy Bell (CB)
Laura Blenkinsop (LB)
Keith Clarke (KC)
Stewart Fryett (SF)
Caron Lindsley (CL)
Rebecca Montague (RM)

Sue Moore (SM)
Charlotte Powell (CP)
David Robinson (DR)
Ben Townsend (BT)
Vicky Thomas (VT)
Alastair White (AW)

2. Apologies

Frank Fish (FF)
Nick Mack (NM)

Andrew McDonald (AMcD)
Pete Thomas (PT)

3. Minutes of Last Meeting

The minutes of the previous meeting were approved with a minor amendment.

4. Matters Arising

4.1 Website

KC led a discussion on the website. This has been transformed and we now have control. SM and DR to manage weekly updates, Committee members to forward any details to them. The website will be linked into Facebook and we can also have a donations page. The Committee were all unanimously impressed and thanked KC for his efforts.

4.2 Look Ahead North

Next year's Look Ahead North will take place between 30 March 2012 and 1 April 2012.

In respect of this year's event, 87 people attended and the Chief Executive of Headway also attended, Mr. Peter McCabe.

Recommendations for next year's event are to house the holistic therapies in one of the lodges and also to make use of the golf buggies for transport. It was also discussed that we should have some local fundraising to meet the costs.

There was a bill of £500.00 outstanding from the event. It was unanimously agreed that Headway Teesside would donate £150.00 towards the cost. [Proposed: SM; Seconded: BT].

There will be a series of planning meetings to take place in the forthcoming months; updates will be provided.

4.3 Cycle Helmets in Local Schools

75 cycle helmets have been ordered at a cost of £7.40 per helmet. There have been donated across 3 different primary schools.

AW is liaising with DR and Ian Ramsey School in respect of a presentation to be delivered in the summer. BT is liaising with Nunthorpe School. The format of each presentation need to be tidied down.

AW is attending Acklam Grange School next Friday for a follow up.

4.4 Brain Injury Coordinator and Support Worker

BT is chasing for an update on this position. Discussed and agreed that BT should send a letter to the Alliance Chair advising them as to the situation.

4.5 Whickham Villa

A date has not yet been set for this yet. Date to be agreed by next Committee Meeting.

4.6 Newsletter

No contributions have been received. DR will progress for a summer or early autumn edition. Members are encouraged to contribute pieces.

5. Finance

The Adjama Trust have confirmed funding of £14,500.00 for the Community Development Officer role. £3,575 will be provided in 4 monthly instalments. Updates need to be provided. The role will be advertised on our website; AW to email an advert.

6. Fundraising

Minutes of the Fundraising Committee are noted. BBQ at SM's house is to be held on 30 July. It is also proposed to hold a quiz night. The Committee unanimously agreed to delegate authority to the sub-committee in respect of progressing such matters.

7. Conference 2012

This conference is set for 9 May 2011. Minutes of Conference Sub-Committee noted.

8. Chair's Correspondence

A letter has been received from HMRC; this will be passed on to JA.

9. Any Other Business

9.1 Headway Preston and Chorley have established a winter campaign. Committee Members agreed we could do something similar. AW to provide details.

9.2 There is an event in Preston Park called Ridewell on 11 July 2011. DR will speak to organisers to see if we can advertise at the event.

9.3 Headway Central Northumberland has now launched.

10. Date of Next Meeting

The next meeting will take place on **8 June 2011** at 10.30 am. [Sub Committee of Fundraising and Conference to take place at 9.30 am on 8 June 2011].

David Robinson
Secretary

05.06.2011