

Held at 12:30 in Coopers Hill, room 4

Present: Bob Pennell (chair), Cliff Thompson, Tracey Hedgecox, Janet Thomas

Attending: Lee Avery, Jayne Streak

Apologies: Allan Emmett, Chris Cowap, Clair Harris, Adrienne Jones, Coral Mist, Roberta Kay, Jacqui Brown

1.	<p>Minutes and matters arising</p> <p>The meeting was not quorate but the minutes of 27th Feb were agreed to be accurate. Bob reported the following matters arising:</p>	
1.1	<p>Incorporation</p> <p>The legal process is to register a new charity (of the same name!), transfer assets and undertakings to it, and then dissolve the old charity. The aim was to maintain two sets of accounts until completion on 31 March 2014.</p> <p>The trustees had approved a new constitution using the Charity Commission’s model for an association type of CIO. This was as near as practicable to the existing constitution but is physically much longer.</p> <p>They had kept the spirit of the “objects” but amended the wording in two respects. “older” (meaning over 50) is used in place of “elderly” (which is not definite). The area of operations now has to nominate all borough boundaries so they included Wokingham and Windsor & Maidenhead in order to continue to serve in and around Bracknell.</p> <p>Other practical choices included:</p> <ul style="list-style-type: none"> • Members having no liability if the charity is wound up • Being legal for members to vote by post, email or proxy • Having a minimum of 3 and maximum of 12 trustees • Provision for a non-voting class of membership • Use the normal defaults for quorum, casting votes, notice periods etc. <p>Online registration had been completed on June 26th.</p>	

<p>1.2</p> <p>1.3</p> <p>1.4</p>	<p>Publish CIO constitution on the website for members.</p> <p>Internal affairs</p> <p>To pave the way for incorporation: improvements had been made to IT systems, policies and procedures, and accounting. This had detracted from progress on activities and events.</p> <p>Activities and events</p> <p>The spring walk had been deferred because new charges imposed by the Crown Commission made it non-viable. We hope to arrange a walk in the autumn.</p> <p>Fiona Heston had resigned and consequently the open day that she was organising was called off. However:</p> <ul style="list-style-type: none"> • Open Day had become repetitive and needs rethinking • Calling Fiona “administrator” was a mistake that detracted from the more important side of her job. <p>Lee had replaced Fiona as “Event Organiser” and a second one will be recruited. The intention was to host an event every month as well as participating in third-party events.</p> <p>Internet strategy</p> <p>ACBF had joined the BFC Services project coordinating internet inclusion. Based on national findings, the project recognised that most non-users are over 65s. However more accurate local statistics will be needed to inform decisions.</p> <p>Suppliers wanted to deliver services more economically online and ACBF wanted to ensure that those who remain offline continue to get reasonably equal treatment.</p> <p>The benefits of being online needed to be promoted for those who did not know what they were missing. The mobile phone was not to be overlooked as a means to reach the public - especially if the Age UK device was promoted.</p> <p>Cliff felt that our events and activities should aim to provide help for those who want to get online.</p>	<p>Bob</p>
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	<p>Janet had friends who had asked for help to use a PC but given up in despair. She felt an iPad is much easier and more comfortable to use. In Jayne's experience people could suddenly get hooked by a particular app that appealed to them. Tracey observed that dementia sufferers are not inhibited by fear of failing in front of other people.</p>	
2	<p>Financial update</p> <p>Subject to accruals accounting and audit, the cash flow results at March 31st together with the income from Mayor's Charity 2011 gave a total surplus of £29,890.</p> <p>The charity now has a dedicated fund to replace the minibus when necessary, and a general reserve sufficient to withstand fluctuations in revenue.</p>	
3	<p>Future Operations</p> <p>3.1 Various projects had been suggested to Tracey.</p> <p>BFC had asked ACBF and BFVA to consider a funded project to establish day centre facilities for the Nepali community. Age UK were interested in possible cooperation to provide dementia awareness sessions for town centre workers.</p> <p>Cliff noted there would be a disabled access conference on July 19, and that there may be relevant information on the Disabled Go website.</p>	
3.2	<p>Tracey and Lee were considering what events to host and in what location. A coffee morning type event at somewhere like Coopers Hill would require 4 people i.e. two volunteers on kitchen duty. Community centres are expensive or not available. They were considering locations like the Hilton that might provide (charge for?) service and clearing up. Jayne warned that the Hilton might just provide an urn. Bob suggested somewhere like Bentalls coffee bar (which has WIFI) might fit if we bought coffees instead of paying for the venue. Cliff said others had done this in South Hill Park. The Open Learning Centre and Sports Centre should also be considered.</p>	

/ 3.2	Easy access to the venue is important and its acceptability to the target group. After an initial meeting at some neutral location, people may be more inclined to go to events in places they did not habitually frequent.	
3.3	Tracey and Lee were signing up members and felt the need for a web site page and front sheet extolling the benefits. An attractor could be exclusive events, offers and discounts for members - in time that may include local traders. Membership and internet usage would be a theme in events	Bob
3.4	Jayne was keen to cooperate on internet initiatives. The OLC could provide an tutor for any event (not just IT) in our own location for at least 7 people to enrol for defined achievements. ACBF has funding for 4 iPads, OLC already had 11 iPads with projector and 3G internet connectivity. OLC could also distribute our membership leaflets and do joint work on real case studies such as internet benefits to combat particular (old age) issues. If we are to make much impact on thousands of non-users of the internet it was necessary to encourage and train families and carers in how they could assist the elderly. There was a need to identify content for demonstrating iPad use at events such as Ascot, including special content on the ACBF website.	Tracey/ Jayne Tracey/ Jayne/ Bob
3.5	Office location and shop The business committee wish to relocate the office away from the day centre into somewhere which is bigger, more visible, and more accessible to attract volunteers. They were also interested in there continuing to be a drop in facility like the Lookin and in opening a shop within the next three years. These are three separate requirements but could coincide if the opportunity arises. The most pressing need is office space which need not provide for the public unless or until there are sufficient staff and volunteers.	

	<p>Coopers Hill is not ideal but has the advantage of being available and being positioned at a transport hub.</p> <p>An office in the block at Forest Park was available and would have the advantage of easy transition but not improve access for volunteers.</p> <p>Open Learning Centre is worth considering but also not the most accessible.</p> <p>Joint operation e.g. with the Lookin would be interesting.</p> <p>Is co-location with BFVA a possibility?</p> <p>The British Legion building may be available.</p> <p>BRT could be approached for current office space and availability post-development.</p> <p>Crowthorne may be a good location for a charity shop.</p>	
	<p>Next meeting: will be the AGM rescheduled from August 21st to August 14th at 12:30 location tbs</p>	<p>Bob</p>