

*Dunbar Dementia Network SCIO
Minutes of the meeting of the trustees
held on the 7th May at 4 pm at Seapoint, Dunbar.*

*Present: Lorna Bunney, Diana Greene, Jo McNamara,
Alasdair Swan*

Strategic objectives:

Short term goals -

- 1. To secure the activities of the Dunbar Carers Group*
- 2. To extend the reach of Dunbar Carers Group*
- 3. To document the existing network of support*
- 4. To introduce a memory café with trained Alzheimer workers.*

Medium term goals -

- 1. To introduce more support sessions each week*
- 2. To introduce a Buddies network*
- 3. To improve the training of volunteers*
- 4. To build relationships with the University of Stirling, currently the centre of excellence in this field in Scotland.*

Longer term goals -

- 1. To build, buy or lease a Support Centre...(see University of Worcester)*
- 2. To resource up to meet the gaps in service identified by local medical practitioners.*
- 3. To develop inter-generational relationships*

Related actions -

- Contact the GPs in the area to scope the need and the gaps in the service, and to promote the existence of the SCIO.*

DG

- Begin to build up the portfolio of network activity, showing who has what expertise in this area and who is active in delivering services to those living with dementia in Dunbar.*

LB

Launch of SCIO:

- 1. 24 May 2018 at the Carers Meeting, 2:30 - 3:30 in Gibb Room 1 Bleachingfield Centre*

2. *Robin Hamilton of Rotary will be present*

Related actions -

- *Prepare opening speech and circulate to other trustees* *AS*
- *Co-ordinate with Robin Hamilton to promote Rotary support.* *AS*
- *Suggest list of invited guests* *All*

New website:

1. *Needed to enable those in need to find out where help is available*
2. *Needed to support funding applications*
3. *Needed to provide a channel for giving*

Related actions -

- *Produce a logo for the SCIO* *JB*
- *Develop the website with Philip Immirzi* *AS*
- *Show Lorna how to populate the website* *AS*
- *Set up Just Giving site* *AS*
- *Set up e mail address that links to the website* *LB*
- *Consider the use of "Immediate News"* *LB*

Funding:

1. *Possible sources of funding include -*
 - a. *Awards for All*
 - b. *Robertson Trust*
 - c. *Amos Trust*
 - d. *Be Green*
 - e. *CWS*
 - f. *Viridor*
 - g. *ELC*
2. *Applications will be passed before all of the trustees prior to submission.*
3. *The aim will be to have at least enough funds to cover one year's activities at any time.*

Related actions -

- *Prepare grant applications for review*

AS

Duties of Trustees:

A charity trustee must:

1. *Act in the interests of the charity*

1.1 *You must operate in a manner consistent with the charity's purpose*

1.2 *You must act with care and diligence*

1.3 *You must manage any conflict of interest between the charity and any person or organisation who appoints trustees*

2. *Comply with the 2005 Act (specific duties)*

2.1 *Charity details on the Scottish Charity Register*

2.2 *Reporting to OSCR: making changes to your charity*

2.3 *Financial records and reporting*

2.4 *Fundraising*

2.5 *Providing information to the public.*

Any other business:

1. *“Dementia Carers Group” will remain an active brand name for the SCIO.*

2. *“Dementia Friendly Dunbar” will be a dormant brand name of the SCIO.*

3. *The outings remain an important part of the SCIO's activities*

4. *The Art and Creative writing sessions are also important.*

5. *The Singalong sessions will be stabilised...also hugely important.*

6. *Isolation in sheltered housing is a subject that needs to be addressed.*

Residual actions -

- *Organise a PC and printer for Lorna* **AS**
- *Pay Sue Northrop loan of £325* **AS**
- *Close Carers' Bank account so that full visibility of activities can be given through the SCIO's accounts.*

LB

Next steps:

1. *Determine Lorna's remuneration package from July onwards* **DG/JM/AS**
2. *Date of next meeting - Thursday 31st May 16:30 at Seapoint*