

**Project 2020 Directors meeting**

**7/12/17**

**Present: Spencer Huggins(SH), Daniel Carter (DC), Tom Bevan (TB)**

**Apologies: Marc Tilley**

**Last meetings minutes: Signed off by those present prior to this meeting via Email**

TB: Major concern is the account and our overdue accounts at Companies House.

DC: All I need to do the accounts is the infantry of stuff in Cardiff, and I can add the things we have in Macedonia to that list.

The accounts also need the statements from Jan 2016-Jan 2017.

SH: I can send over the infantry that I have been working on

DC: We need an infantry for good practice. Also, the more we have to pay in fines for Companies House, the problem is that we can't pay people if we keep getting fines.

We can build on the projects we have internationally and locally. We are about to become a full member of YEU and that comes with a lot of respect. So we really need to sort out our finances as soon as possible.

TB: When should we get the statements in?

SH: I have a folder with most of them in, because I made a start on it.

DC: If there isn't statements for the whole year, the best thing is to do is to pay HMRC our fine, and then wait for TB to get on the accounts and I can get the statements from the online banking and sort it out when you are running the exchange in Macedonia.

And another thing, the email I sent you with the transfers need to be paid ASAP as those people are not happy at all.

SH: OK

TB: Agreed, I can do that as soon as I get onto the online banking

DC: If we keep in regular communication, we'll be fine.

SH: What is needed for the Adult Education project to be finished off?

DC: I am still waiting on other organisations to send me their missing documents, especially Out of the Box in Brussels.

SH: I called Carmina today and she wasn't aware of the situation.

DC: Yeah, she has been off on maternity leave. Another small thing, can Marc and Tom be given access to email accounts and the website? It's not pressing but I feel like it will improve communication and help us become more efficient.

TB: Yeah, before we add more Directors we need to become more efficient and organised. I know we really need to improve our gender balance but at the moment I don't think we are in a position to invite more people until we get more efficiency

DC: Agreed – it should be an overall aim but we aren't ready yet.

DC: What I am doing is a full time job and I hope that we can share out the workload. Spencer, could you reset the password for the Erasmus+ portal so I can update key info and check the incoming projects. Marc has helped writing some of the projects.

TB: Next meeting – Thursday next week? Confirm via email.

DC: I think we should have weekly meetings from now on.

SH: Agreed

### Action Points

#### **Tom Bevan:**

Contact HMRC- pay them, once on account.

Transfer to the participants in email from DC.

#### **Dan Carter:**

Fill in Companies House form

Collate infantry

Sort out the accounts in Kumanovo

Have all the receipts by New Year in DropBox- maybe add extra storage to a DropBox in January.  
Come up with some ideas on that for next meeting.

#### **Spencer Huggins:**

Reset the password for Erasmus+ portal. Email the helpdesk to get access to the pin.

Give access to Siwan's old email for TB.

Send/scan 2016 bank statements to all directors.

Update/send infantry for 2016 to DC.