**WYO Trustee Meeting Minutes (2/2/16 - Euston Tower)**

Present

* Ayath Ullah (AU)
* Kieran Goodwin (KG)
* Adam Kellythorn (AK)
* Jack Welch (JW)
* Claire Belgard (CB)
* Eddie Aylett (EA)

Apologies

* George Revel

**Launch Debrief**

* JW - Ran to time. Might have overestimated how quickly speeches ran in the agenda.
* AU - KG was approached by contact after event to discuss opportunities. Person has requested to be a trustee, which seems a reasonable request. Suggested WYO be a movement, but this may be unsuitable for the work of the organisation.
* CB: Might be suitable to campaign on issues relating to YP, but careful not to breech CC guidelines.

KG and EA enter meeting.

* EA: Provides minutes of meeting with Tanya Laird and emphasises how encouraging the meeting went. Has links with UN and Digitial Nomad. **On launch:** Only criticism is need for better identified roles, but speakers, backdrop and entertainment were of a good quality. **Dixons:** Potential sponsorship opportunity - plenty of ideas, but some may not work. KG sent over information on vision and marketing strategy. Email to be sent to KG next week with feedback.
* AU: Highlights O2 Think Big as potential supporter. They may be able to offer grants to WYO members to run their own projects. JW recommends WYO gets in contact to possibly seek potential partnership.

**Structure/Governance**

* AK: Circulates draft of proposal in governance of WYO. Suggests possible executive leadership team to make day to day decisions and trustees have non executive role to advise and guide the organisation, as opposed to being hands on. Strategic teams to be devised and have specific remit with regards to finance, programmes, information and politics. Teams needed to support areas on IT and campaign remits or work. Next steps are to work with all trustees to identify final structure arrangements and committees for the charity. Producing Governance Strategic Framework to underline final structure proposals and will work with KG to shape vision for 2020.
* AU: Questions the challenge of filling vacancy for the charity, which may prove difficult.
* AU: Suggested in the interim, vacancies can be filled with getting volunteers from business, government organisations. Most large employers allow employees to volunteer their time to good causes.
* CB: Sponsorship money may allow WYO to pay staff for certain projects
* JW: Warns that heavy workload on volunteers will be inappropriate at this stage.
* AK: Has contact list of full time staff with experience to give small hours of their working week to contribute for a voluntary cause.
* CB: Concern of events in the news for trustees to financially scrutinise the charity.
* AK: Recruitment of relevant trustee will be soon and transparaceny to information of any expenditure by staff.
* AU: An internal financial system will be created to ensure there is approval for a threshold of transaction of money.

**Finance**

* AU: Finance Trustee candidate has declined position on the board. Explains the demands of position would be difficult for her time.
* AU: Will approach ICAEW to advertise finance trustee vacancy

**IWD Venue**

* AU: Has approached EY for possible space. Currently asking questions to make guarantees. Other place may be Admiralty House - query if it is free for 8th March. Confident of EY's response.
* KG: Has connection to individual in City of London for possible venue. Additional challenge may be weekday date, which may be difficult to bring in school age children.
* JW: Be wary of numbers at this time until a venue is found to contain before we know final capacity.
* KG: Sessions to include Q&A, debate, 2x workshops. Speakers and other participants to be confirmed.
* AU: If EY go ahead then we can ask for their directors to be on Q&A panel.

**Middle East Visit**

* KG: Jospeh Hayat, International Development Director, to visit Dubai and other countries to deliver workshops based on WYO.
* AU: JH was previously Director of The Youth Company in Doha. Was previously in UKYP and various other organisations and keen to be involved with WYO.
* KG: Potential workshop on digital media and leadership skills.
* EA: Supports proposed themes, but cautions over the limited resources students may have, so language will have to be chosen carefully.

**Bank Account**

* JW: To call again on Wednesday, with a number of complications to process the application.

**Marketing/Engagement**

* CB: Plan needed to focus on communications with the public on awareness raising and what to promote per month. Social media will be ideal to utilise with a strong youth stakehold.
* EA: Recommends how growth can remain organic and stakehold can be sustained. IWD video is a good example of how it can be effective.
* CB: As trustees, we have to be seen aware of what we're doing and events are effectively facilitated.
* EA: Target those studying IBacc, as criteria for their qualification would be ideal to contribute into WYO's work.
* CB: Youth forum to help feed into WYO's work would be ideal, but decisions need to be made on its remit and its function.
* EA: Happy to help support and facilitate the forum

**AOB**

* AK: Would like to introduce potential Treasurer for the Board.

**Next meeting: Tuesday 5th April 2016 at 16:00**

Close of meeting: 18.00

**ACTION POINTS**

* To identify and secure venue for IWD event - **KG/AU**
* Ideas for final agenda for IWD event to be finalised - **All**
* Recruit Treasurer trustee and consider TL's interest to join the board - **AU/AK**
* Final governance structure to be submitted and considered by the board - **AK**
* Open bank account - **JW**
* Consider marketing proposals by CB and contribute to final plan - **AU/JW/EA/AK**
* Youth Forum proposal to be expanded and fleshed out - **All (EA/CB to take a lead?)**
* Identify possible sponsors e.g. Dixons, O2 Think Big - **All**
* To support workshop plans by JH am proud ensure WYO does have a presence in what is delivered - **AU/KG**
* Recruiting of other staff to the team and process for this - **AU, KG and Governance Trustees**