



**Action Minutes of the meeting of the shortened Karten Network Board held on 29<sup>th</sup> November 2018 at 11.30 by Conference Call**

**Directors Present**

Arwyn Jones (Chair)  
Rohan Slaughter (Vice Chair)  
Robert Boyce  
Vic Myko

**In Attendance**

Anthony Davis (IKCT Trustee)  
Dawn Green

**1. Apologies**

Apologies were received and accepted from David Finch, Joe Cash, Martin Pistorius, Matthew Kayne, Sal Cooke and Sandi Wassmer.

**2. Minutes of the last meeting (05.07.18)**

The minutes were approved as a true record by those present at the last meeting.

**3. Matters arising from the minutes**

Most of the actions had been completed, except for:

- Item 4 - Distribute link to Centre data reports (immediately)
- Item 7 – DG/SC/AJ yet to discuss SC's ideas for awards

DG  
DG/AJ/  
SC

**4. External funding applications (– including Voicellt next steps)**

DG introduced the paper and stressed the need to be responsive and swift when appropriate funding opportunities arise. DG reassured Directors that she would only bring opportunities to the table that she had carefully considered. The Board members agreed in principle that delegated authority for projects up to £50k would be helpful. Directors agreed that DG should pursue the Karten Network's

involvement in the next VoicelTt project – Fast Track to Innovation.

**Actions**

**Seek Full Board approval in February 2019**

**KNB**

**DG to work with the VoicelTt team regarding the Fast Track to Innovation project call**

**DG**

**5. Karten Network Board Terms or Reference, Board capacity and succession planning**

AJ informed attendees that he will be resigning from his post as CEO of Beacon but indicated his commitment to remain involved with the Karten Network.

The Karten Network Board's Terms of Reference is an internal document that articulates the membership of the Board to ensure that it remains representative of Karten Centres in the Network. Attendees agreed that the wording of the ToR should be amended to give optimal flexibility moving forwards. Discussion focused on relevant experience and the proportion of Board members from Karten Centres.

**Actions**

**DG to re-draft and circulate prior to the next Board meeting for comment (December 2018)**

**DG**

**ToR to be approved in February 2019**

**KNB**

**Items for information**

**6. Karten Network Development Co-ordinator update**

DG's paper was received.

DG also referred to the 2018 operational plan review that had been circulated with papers. DG was going to prepare the 2019 plan after today's strategic discussion, however an interim plan

will be developed and then updated after the February Board meeting.

DG reported that we are now able to provide Centres with a variety of additional support subject to their needs. RS agreed and said that it was good to be able to link the support together and see the impact this is having in Centres.

## **7. Israel Karten Centres update**

DBT's paper was received.

Directors asked if DBT's report could be provided in a similar format to DG's. DG said that DBT's role and workload is not comparable due to the smaller number of Centres in Israel. DBT's role is more about providing support for individual organisations rather than co-ordinating activities. Directors asked if it would be possible for DBT to join us for part of the next Board meeting, to introduce her paper and also to focus on one Centre to improve Directors' knowledge of that provision.

### **Actions**

**DG to talk to DBT about her joining the next KNB meeting**

**DG/  
DBT**

## **8. MTA Update**

MP's paper was received.

AJ asked about the progress made with the Special Interest Group (SIG) area of the website. DG said that the development was complete and was now being tested with colleagues involved in the SIG Digital Design & Manufacture. The design will be replicated and tweaked for other SIGs that come on stream.

RS was interested in knowing more about the website security issues and will make contact with MP in due course.

### **Action**

**RS to contact MP to discuss the web issues**

**RS/  
MP**

**9. Any other relevant business**

RS extended his best wishes to AJ as he prepares to move-on from Beacon.

AD thanked colleagues for their work and participation.

DG thanked attendees for their flexibility and understanding following the cancellation of the full Board meeting.

The meeting closed at 12.30

**Date of next meeting**

20<sup>th</sup> February 2019 at 11.15 at the Pocklington Hub. *Please note that this meeting will have a different format. The board meeting will take place first and end with a working lunch. After lunch we will have a workshop to further develop our strategic plan. It would be helpful if Directors were available until 16.00 on this occasion.*