

Board of Trustees Meeting
Thursday 2 January 2014

Agenda Item	Discussion	Action to be taken	Date by
Welcome	18:35		
Attendance	Steven Allan (SA) Daniel Burford (DB) Stephen Bush (SB) Will Forshaw (WF) Chris Knight (CK) [Office Manager] Dave Lawrence (DL) [Chairman] Patrick Marmion (PM) John Stewart (JS) Matthew Tennant (MT) Peter Walter (PW) [via teleconference]		
Apologies	Matthew Cooper (MC)		
Minutes from last meeting	It was agreed that the DEC minutes were a fair a frank account of what took place and could be published. It was also agreed to publish the NOV minutes.	Minutes to be published on the website	ASAP
Matters arising	<p><u>Minutes</u> The Board were asked to check through the OCT minutes in the next week, so the OCT minutes can be approved and published.</p> <p>It was agreed these could also go in the newsletter.</p> <p><u>Complaints Form</u> It was commented that the proposed complaints form should include a statement regarding confidentiality. It was agreed to include this.</p> <p>It was agreed to give Board members until the following day to read through the form with any issues. It was then agreed the form could be made available.</p> <p>It was confirmed the form would be made available online.</p> <p><u>KPI</u> The Board were advised that one further piece of data was needed before the KPI set could be distributed.</p> <p><u>Finance questions from AGM</u> The Board were advised that the information has been received from the Auditors, but a reply needed to be written to the member concerned. This was agreed to action urgently.</p> <p><u>Halloween 2014</u> The Board were advised that the manager at the centre in Todmorden is away until 06JAN14. The Board were also advised that after a conversation with Newcastle-under-Lyme College, the former Gradbach YHA was a no go.</p> <p><u>Soft skills training 25JAN14</u> The Board were advised that a room at PWC in Manchester was waiting to be confirmed. It was noted 10 members had agreed to do the training.</p> <p><u>Trustee Reports</u> It was agreed to stop compiling the Trustee Reports going forward.</p>	To be published in newsletter	Ongoing
Finance update	The Board were advised that funds raised are looking good against the projected budget figures.		

	<p>It was noted that there have been between 10% and 20% more places available year on year and that more places had been sold on events than last year. It was also highlighted the improvement in membership figures year on year.</p> <p>It was noted that these figures don't include the grant from Santander.</p> <p>There was a conversation around the budget for food on events. It was confirmed that the budget for food had been increased earlier in this financial year.</p> <p>The Board were advised that OutdoorLads was now completely up to date with all remaining transactions and refunds through Google Checkout. Any final outstanding refunds from the Google Checkout period would now need to be refunded via BACS.</p> <p>There was a conversation around the cost of the audit.</p>		
Future staffing	<p>There was a discussion around the salary level for the new staff member, to be an apprentice.</p> <p>It was suggested that the apprentice be undertaking an NVQ in Business as this scheme would last for 2 to 3 years and that OutdoorLads would also qualify for an additional one off rebate from the government after 3 months. It was confirmed that this could be used for any purpose.</p> <p>It was noted that the apprentice would need to attend college for half a day a week and that they also have 15 hours worth of course work a week to do, but that this should be completed outside of the working week.</p> <p>There was a conversation around the Office Manager role and it was agreed that this would be worked on at the Board Away Weekend (BAW).</p>		
Website update	<p>The Board were advised that the meeting held on 19DEC13 was a good one. Half the spec was gone through in 3.5 hours. He noted that the works to be done list has been sent to the website developers and they estimate this will take between 2 to 4 weeks to complete.</p> <p>It was confirmed that the next meeting with the web developers is on 15JAN14 to check where they are up to in the process.</p> <p>The Board were advised that a conversation had been had with the MD of the web developers who had stated they are keen to complete the project and accepted that there had been problems in getting the project finished on time.</p> <p>It was confirmed the second half of the spec would be gone through on 15JAN14.</p> <p>It was confirmed a new testable version was due for release around mid-February.</p> <p>It was agreed to update the Coordinators on the progress.</p>		
OutdoorLads email system	<p>The Board were advised that in order to increase technical capabilities some upgrade would be needed to the RDP email based system. The Board were advised there would be a small additional cost, but also a small saving each month if agreed.</p> <p>It was confirmed that implementing this would give flexibility in which volunteers can have an @outdoorlads email address. Plus the cost includes back-ups, resilience, and frees up additional space to increase the usability of the RDP.</p>		

	<p>It was commented that the other option would be to buy a new server plus associated set up and running costs, which makes the proposed option the better value one.</p> <p>It was confirmed that this wasn't a capital outlay, but to increase the capacity and flexibility of the RDP system. It was highlighted the importance of Trustees and Coordinators storing all OutdoorLads documents and data on the RDP, so that if a volunteer dies or leaves the group OutdoorLads doesn't lose its own data.</p> <p>It was confirmed that it will open up the flexibility for others to access remote parts of the RDP via a 'drop box' system.</p> <p>It was confirmed that it was compliant with European Union legislation.</p> <p>It was noted to remind the Coordinators about the importance of using the central storage facility via the RDP.</p> <p>The proposal was agreed.</p> <p>It was noted that Trustees are legally liable for data loss, so it is important to stress the importance that everyone uses the RDP and stores OutdoorLads owned data on the RDP.</p>		
Disciplinary	None.		
AOB	<p>The Board were advised that monthly membership figures consisted of 964 members vs 962 in DEC13. Lapsed members were 32 vs 43 in DEC13.</p> <p>There was a conversation around the adverts that had been playing on Gaydio.</p> <p>It was confirmed that the BAW would take place at the house of one of the Trustees on the weekend of 07FEB14. There was a discussion around the main subject of the BAW.</p> <p>As a result of the BAW in February, there would be no Board meeting on 06FEB14.</p> <p>There was a discussion about the New Year and Hogmanay events.</p>		
Meeting closed	<p>20:10</p> <p>Next meeting will be on 7 to 9 February 2014.</p> <p>There will be no meeting on 06FEB14.</p>		