

Board of Trustees Meeting
Saturday 8 February 2014, teleconference

Agenda Item	Discussion	Action to be taken	Date by
Welcome	10:30		
Attendance	Dave Lawrence (DL) Chair [via teleconference] Patrick Marmion (PM) [via teleconference] Daniel Burford (DB) [via teleconference] Peter Walter (PW) [via teleconference] Steven Allan (SA) [via teleconference] Matthew Cooper (MC) [via teleconference] John Stewart (JS) [via teleconference]		
Apologies	Chris Knight (CK) Stephen Bush (SB) Will Forshaw (WF) Matthew Tennant (MT)		
Minutes from last meeting	Minutes have not been read and verified by some board members due to email access issues.		
Matters arising	<p><u>Minutes</u> The Board were asked to check through the JAN minutes in the next week so that they minutes can be approved and published.</p> <p>It was noted that the previous set of release minutes are not on the RDP Server.</p> <p>The need was noted for the link to the release minutes for the next Newsletter article but it wasn't yet available.</p> <p><u>Complaints Form</u> Complaints Form not yet ready for use. This needs branding.</p> <p><u>KPI</u> No KPI had been issued for the meeting.</p> <p><u>Finance questions from AGM</u> The Board were advised that the member with specific questions had been contacted had been sent an email reply. Unless he comes back with issues, this is matter is closed.</p> <p><u>Soft skills training 25JAN14</u> Training session went well and was well attended.</p> <p><u>Finance Update</u> Auditor cost query from last month continues.</p> <p><u>OutdoorLads Email System</u> It was confirmed that the OutdoorLads email system had been transferred to the managed service as discussed at the previous board meeting.</p> <p><u>AOB</u> The Board were advised that 3, 10 and 20 second GAYDIO adverts had been produced, were on air now and would air for the rest of the year. Also a few more would be produced.</p>		

Finance Update	<p>Email access issues due to the upgrade in January have now been fixed.</p> <p>The Board were advised that the current East Midlands Coordinator had spoken to the Chairman about his work asking him to be a trustee for a charity. It was discussed about the possibility of him joining the Finance Subcommittee.</p> <p>It was proposed to co-opt him onto the Board until the next AGM. The proposal was carried.</p>		
Budget	<p>Any major planned expenditure more than £500 needs to go to Finance in advance of the 14-15 budget.</p>		
3 More Action Plan	<p>A draft 3-More Action Plan had been sent to the Board on 29 February. Questions on a broad level were requested on the plan.</p> <p>There was a question about the cost of using Dotmailer given its increased use. It was confirmed that this cost around £1000 a year.</p> <p>It was agreed to look into a bulk-buy scheme for using Dotmailer.</p> <p>There was a discussion about a vetting system for leaders in order to ensure that all leaders are the correct ambassadors for OutdoorLads.</p> <p>The question was raised: we do want to grow the group, do we? Can we support it? Will it have the same feel? We are all assuming that bigger is better and it achieves our charitable goal of reaching out to more people. But would we still be able to provide what we now feel is the OutdoorLads experience as it is now?</p> <p>It was stated that we have to grow in order to tread water as we have quite a high turnover. We just need to make sure that the group's core values are still evident in all our events and leaders.</p> <p>It was noted that the events section of the document was weak and needs expanding by adding an occupancy goal in the document.</p> <p>It was noted that we need numbers in the document, measurable goals to be aimed for and a discussion was held around this.</p> <p>It was agreed that the Office Manager would produce a report for the next Board meeting on what the goals and ideas should be. This was to ensure the buy in of the Office Manager who would be tasked with implementing elements of the report as part of the 3 More Action Plan.</p> <p>A discussion was held regarding the Santander grant. The end result was that the board felt we wanted them to know what we were doing and what we were going to do with their money.</p> <p>There was a discussion around the recruitment of a new apprentice staff member.</p> <p>There was a discussion around the security of the unit.</p>		
Northern Hostel Feedback	<p>There was a discussion around feedback from the North Christmas Weekend. It was agreed to hold a face to face meeting with the Northern Coordinators to explore more options.</p>		
Website Update	<p>It was confirmed that testers were ready to run with further testing as soon as the go-ahead was given from the web developers.</p>		
A.O.B			



Meeting closed	Next meeting on 6 March 2014 at 18:30.		
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