

**Board of Trustees Meeting**  
Thursday 6 March 2014

| <b>Agenda Item</b>        | <b>Discussion</b>   | <b>Action to be taken</b> | <b>Date by</b> |
|---------------------------|---|---------------------------|----------------|
| Welcome                   | 18:55   |                           |                |
| Attendance                | Steven Allan (SA)<br>Andrew Birchall (AB)<br>Daniel Burford (DB) [Secretary]<br>Stephen Bush (SB) [Treasurer]<br>Matthew Cooper (MC)<br>Will Forshaw (WF)<br>Chris Knight (CK) [Office Manager]<br>Dave Lawrence (DL) [Chairman]<br>Patrick Marmion (PM) [via teleconference – from 19:30]<br>John Stewart (JS)<br>Matthew Tennant (MT)<br>Peter Walter (PW) [Vice Chairman]  |                           |                |
| Apologies                 | n/a<br><br>It was noted that the topics discussed at this meeting would be a big step for OutdoorLads as the Trustees need to make some potentially big decisions and their buy in to those decisions will be key.  |                           |                |
| Minutes from last meeting | The master set of minutes from FEB14 were approved by a show of hands and the redacted set of minutes from FEB14 were also approved by a show of hands.   |                           |                |
| Matters arising           | <p><u>Minutes</u><br/>The JAN14 set of minutes to be published were approved by a show of hands.</p> <p>It was highlighted that the url was for the minutes is <a href="http://www.outdoorlads.com/governance/meetings">www.outdoorlads.com/governance/meetings</a></p> <p><u>Complaints Form</u><br/>To be cleaned up.</p> <p><u>KPIs</u><br/>The data forming a part of the KPI sheet was discussed. A meeting is to be set up to identify it.</p> <p><u>Soft Skills Training</u><br/>The Board were advised a card had been sent to the trainer thanking him for his time on this.</p> <p><u>Auditor Cost</u><br/>The Board were advised the reply from the auditors had not been received.</p> <p><u>Website</u><br/>It was agreed to send an update to the Coordinators.</p> <p><u>Budget</u><br/>It was confirmed that Trustees could still send planned expense items in for the new budget.</p> <p><u>Santander Grant</u><br/>An update had been emailed to Santander.</p> <p><u>Fire Exit &amp; Unit</u><br/>The Board were advised that the unit lease is coming up for renewal so the current status needs checking.</p> <p><u>Mentoring</u></p> |                           |                |

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|                  | <p>A card had been sent to the Office Manager mentor.</p> <p><u>North Xmas</u><br/>The Board were advised that a meeting had been arranged at the LGF for 19:00 on 11MAR14.</p>  |  |  |
| Finance Update   | <p>The Board were advised that the organisation was ahead of the planned budget and that the accounts were showing up by £24800.</p> <p>There was a conversation about the projected profit / loss and the budgeted profit / loss.</p> <p>It was noted that as it was approaching year end it would be necessary to email leaders to ask them to get expense claims in.</p> <p>There was a discussion about Big Spring Camp event insurance.</p> <p>The Board were advised that it may be necessary to research a new bank account due to the government guaranteed amount close to being attained.</p>                      |  |  |
| Website Update   | <p>The Board were advised that the latest deadline for the developers to complete to was yesterday, but that they haven't responded yet despite chasing.</p> <p>It was confirmed that the Vice Chairman would call web developer's CEO tomorrow.</p> <p>The Board were advised that he had been spoken to a week previously and he had commented that they are eager to complete the project as they want to show it off as a showcase Drupal piece of work. The Board noted they would be unhappy for them to showcase it without any financial benefit for OutdoorLads due to all the delays the project has suffered.</p> |  |  |
| Training Budget  | <p>There was a discussion about the training budget.</p> <p>There was a discussion about general refresher training.</p>   |  |  |
| 3More Initiative | <p>There was a presentation to the Board by the Office Manager.</p>  |  |  |
| Disciplinaries   | <p>None</p>  |  |  |
| AOB              | <p>None.</p>   |  |  |
| Meeting closed   | <p>21:45</p> <p><b>Next meeting 18:30 3 April 2014.</b></p>  |  |  |