

Board of Trustees Meeting
Thursday 5 June 2014

Agenda Item	Discussion	Action to be taken	Date by
Welcome	18:40		
Attendance	Steven Allan (SA) Stephen Bush (SB) [Treasurer] Will Forshaw (WF) Chris Knight (CK) [Office Manager] Dave Lawrence (DL) [Chairman] John Stewart (JS) Matthew Tennant (MT)		
Apologies	Andrew Birchall (AB) Daniel Burford (DB) [Secretary] Matthew Cooper (MC) Patrick Marmion (PM) Peter Walter (PW) [Vice Chairman]		
Minutes from last meeting			
Matters arising	<p><u>Complaints Form</u> The Board were advised this had now been sent out and was ready to publish.</p> <p><u>KPIs</u> It was noted this had now been sent.</p> <p><u>Unit</u> The Board were advised that options are still being investigated, but the Board need to decide how much financial commitment can be put in. A presentation will be given at the next Board meeting.</p> <p><u>Big Spring Camp Cancellation Insurance</u> The Board were advised this was sorted.</p> <p><u>Bank</u> The Board were advised this is still in progress.</p> <p><u>Management Accounts</u> The Board were advised this is still in progress.</p> <p><u>Google Checkout</u> The Board were advised this is still in progress.</p> <p><u>BSC Leader Meeting</u> The Board were advised that this had gone well including news of the safari offer.</p> <p><u>Post BSC Voucher Offer</u> The Board were advised this is still in progress.</p> <p><u>Recruitment</u> The Board were advised that 60+ applications had been received so far.</p> <p><u>Leader Survey</u> The Board were advised the results had been sent out.</p>		
Finance Update	<p>The Board were advised that April's Management Accounts have not been completed, due to technical issues at the start of May, which caused Sage to be down for several weeks.</p> <p>It was noted that the auditors will likely collect 2013-14 accounts at</p>		

	<p>the end of June and return findings by the end of July to be discussed at August's Board meeting.</p> <p>There was a discussion around changing the auditors from 2015.</p>		
Website Update	<p>The Board advised that the next stage of testing will begin in the next week.</p> <p>There then followed a conversation regarding new Trustees.</p>		
Big Spring Camp	<p>The Board were advised that the event went well, but that many volunteers didn't show up for their shift or that they didn't come to the event. It was noted that people did volunteer on the day and filled in gaps.</p> <p>It was noted that changes have been identified that can be made to improve how volunteers are recruited and managed.</p> <p>The Board were advised that 422 people turned up out of the 458 who paid for the event. The Board were advised there was an overall 48% margin vs 57% margin last year due to increased fixed costs.</p> <p>There was a discussion around the sustainability of the event being reliant on volunteers.</p>		
Recruitment	<p>The Board were advised that over 60 applications had been received so far. These would be narrowed down on 11JUN14 and then interviews would be held, with the aim of employing in the very near future.</p>		
Leader growth plan	<p>The Board were advised that the Leader Growth Strategy had been sent out to Event Leaders and Coordinators.</p> <p>There followed a discussion around mental health.</p>		
AGM	<p>It was noted that at past AGMs there have often been quite technical questions from the floor regarding the accounts, which can be difficult to answer on the spot. It was proposed to advise all members that the accounts are online as soon as they are confirmed and then ask for questions in advance enabling them to be answered properly on the day. This was agreed.</p> <p>There followed a discussion around the location of the AGM in 2014 and in future years.</p>		
Disciplinaries	<p>None</p>		
AOB	<p><u>Pride</u> There was a discussion around our presence at Pride festivals in 2014.</p> <p><u>Climbing Wall</u> There was a discussion regarding a proposal from Redpoint Climbing Centre in Birmingham about jointly buying a mobile climbing wall.</p> <p><u>Strategy</u> There was a discussion around aiming to plan more towards a 5 year plan / strategy.</p> <p><u>Coordinators Away Weekend</u> There was a discussion around how to get the best from the Coordinators Away Weekend.</p>		
Meeting closed	<p>21:40</p> <p>Next meeting 18:30 Thursday 3 July 2014</p>		



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