

Board of Trustees Meeting
Saturday 23 August 2014

Agenda Item	Discussion	Action to be taken	Date by
Welcome	16:15		
Attendance	Steven Allan (SA) Andrew Birchall (AB) [Acting Treasurer] Daniel Burford (DB) [Secretary] Will Forshaw (WF) Chris Knight (CK) [Office Manager] Dave Lawrence (DL) [Chairman] Matthew Tennant (MT) Peter Walter (PW) [Vice Chairman]		
Apologies	Stephen Bush (SB) Matthew Cooper (MC) Patrick Marmion (PM) – was assisting at 3 Peaks Event John Stewart (JS) – was present, but took part in Coordinators' session separately		
Minutes from last meeting	DL stated that he had received some questions from members about the lack of minutes being posted on the website from March 2014 onwards. CK & DB advised this was now resolved and minutes were uploaded. DL stated he would get an action sent out after this meeting to approve the JUL14 Board minutes.		
Matters arising	<u>Forwarding of changes to JUN14 mins</u> DL advised this was complete. <u>Minutes change to show accountability</u> CK advised this had been done. <u>June 2014 minutes</u> CK advised these were complete. <u>3More Leadership Development</u> MT & CK to arrange meeting before AGM. <u>AGM activities</u> MT advised that AGM activities were almost ready. CK noted that Alex Moustakakis (AM) has been allocated time to get webpages done. <u>Direct Debit Scheme</u> AB & CK advised this has been deferred to take effect at the launch of the new website. <u>Safari Trip message to Leaders</u> PW to check if this was communicated and to get message out. <u>Audited accounts</u> AB advised this was chased and a first draft received, but ongoing. <u>Sage contact</u> WF advised this had been sent to CK. <u>Update to Beever & Struthers regarding new Sage install</u> CK advised this was done. <u>AGM page</u> CK advised this was online.		



	<p><u>Leader birthday cards</u> MT & DL had looked into this and DL advised that Vistaprint have a good option. All agreed to go ahead with this. CK to action.</p> <p><u>Phone system</u> DB advised that he had obtained a best quote for rebuilding the phone system and with monthly support. This was agreed.</p>		
Finance Update	<p>There was a discussion regarding the closed Google Account in Sage.</p> <p>The Board were advised that the VAT return had been submitted.</p> <p>There was a discussion regarding moving some of the Charity's money to a higher interest account in order to generate more revenue to invest.</p> <p>There was a discussion around the Financial Audit.</p> <p>DL gave his thanks to AB.</p> <p>There was a discussion around the make-up of the Finance Subcommittee.</p> <p>There was a discussion around Llanrwst Rugby Club seeking to raise the price of the venue by 30% in 2015 and then by an additional 6% in 2016. SA stated he is in negotiations to try and reduce these price hikes.</p> <p>There was a discussion around event insurance for Big Spring Camp.</p>		
Website Update	<p>DB stated that the website developers have discussed a retainer and phase 2 development work with OutdoorLads on the new website. They have stated to DB that they still want to continue working with us.</p> <p>The Board agreed that no payments would continue to be made until the site is delivering everything in the specification.</p>		
Big Summer Camp	<p>SA advised that the event is going well and sees numbers selling to a max of 200.</p>		
AGM	<p>DL noted that the AGM currently has around 70 attendees and requires 100 to be quorate.</p> <p>There was a discussion around the format that the AGM would take.</p> <p>The following was proposed:</p> <ol style="list-style-type: none">1) Introduction to the Trustees2) Welcome to the meeting by the Chairman3) Review of the year4) Finance update5) Vote6) Auditor proposal7) Vote8) Board positions9) Vote10) 3 More Update11) Website update12) Awards <p>There was a discussion around the need for new premises and an agreement that the decision taken should be guided by a vote of members at the AGM.</p>		



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Coordinators	There was a discussion around various Coordinator roles and the positive feelings coming from the group at the Away Weekend.		
Disciplinaries	None		
AOB	<u>5 Year Strategy</u> There was a discussion around a 5 year strategy for the Charity and that the Charity should have a charitable vision. It was agreed to work on this with the intention of having some ideals in place for January 2015. <u>Size of the Board</u> After a discussion it was agreed that 4 Board positions would be made available for voting on at the AGM.		
Meeting closed	18:45 Next meeting 2 September 2014		