

Board of Trustees Meeting
Tuesday 2 September 2014

Agenda Item	Discussion	Action to be taken	Date by
Welcome	18:35		
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] {via teleconference} Patrick Marmion (PM) Alex Moustakakis (AM) {observing} John Stewart (JS) Matthew Tennant (MT) {via teleconference} Peter Walter (PW) [Vice Chairman] {Chaired meeting}		
Apologies	Stephen Bush (SB) Matthew Cooper (MC)		
Minutes from last meeting	CK noted that there was no action completed on approving the JUL14 Board minutes from the action list in AUG14. DL stated he would set this in motion.		
Matters arising	<p><u>3More Leadership Development</u> CK & MT have met and will present later this meeting.</p> <p><u>AGM activities</u> MT & JS have been arranging AGM events with AM in the office.</p> <p><u>Safari Trip Message to Leaders</u> PW confirmed this had been done.</p> <p><u>Audited Accounts</u> AB confirmed these were all received to be approved this meeting.</p> <p><u>Leader Birthday Cards</u> CK advised this was in hand and due to be implemented during SEP14.</p> <p><u>Watersports Event / Event Booking</u> JS advised the Coordinators had been informed about this.</p> <p><u>Phone System</u> DB will raise in AOB.</p> <p><u>Bank Investments Policy</u> AB advised he has written a policy and is awaiting feedback from a third party.</p> <p><u>Finance Team Proposal</u> AB & SA advised this was still being looked at.</p> <p><u>Treetops</u> CK advised it was on his list to contact.</p> <p><u>AGM promotion</u> CK advised this was being promoted.</p> <p><u>Property purchase consent at AGM</u> Agreed to add to Future Activities section of the meeting..</p> <p><u>5 Year Strategy</u> DL to follow up after AGM.</p>		

	<p><u>Open Board positions</u> All agreed that the 4 available positions would be made public when members are asked to vote.</p>		
Finance Update	<p>The Board discussed that no management accounts for JUL14 had been received as the book keeper was on holiday. There followed a discussion around the level of service received</p> <p>It was discussed that work will continue on the budget once all the accounts for the AGM are completed.</p> <p>AB suggested that for next year all the text parts of the Annual Report be completed by JUL15. CK to ensure this gets addressed for JUN15.</p>		
Financial Decisions	<p><u>Auditor Options</u> AB stated that he had gathered some quotes from a variety of companies regarding the cost of an audit and a financial examination.</p> <p>There followed a discussion around an audit & an independent financial examination.</p> <p>There was a discussion around ballots at the AGM.</p> <p><u>Recommend a mate scheme</u> CK presented a proposal agreed with AB. Two options were presented to the board and discussed.</p> <p><u>Direct Debit new sign ups</u> CK presented a proposal regarding membership incentives. This was discussed.</p> <p><u>Leader Reward Incentives</u> CK stated that the Leader Survey showed that the priority order was an away weekend, thank yous, a reward scheme and better communication.</p> <p><u>Leader Away Weekend</u> There was a discussion around an away w/e & it's budget</p> <p><u>Thank Yous</u> MT advised that the Event Leader birthday cards are good to go from mid September. CK confirmed.</p> <p><u>Better Communications</u> The Board were advised that applicant leaders will have their process of application / assessment guided by the office from OCT14.</p> <p>CK stated that existing leaders would have better communication information via a leaders newsletter to be sent out.</p> <p><u>Reward Scheme</u> MT and CK made a proposal around a leader reward scheme</p> <p>The budget and implementation of this was discussed.</p>		
Looking Forwards	<p><u>Website Update</u> The Board discussed the website. It was discussed that there would be 'dark days' for the old website for the transition from old to new.</p> <p><u>AGM Update</u> CK stated he still needs the outstanding AGM activities sending through. JS advised he will get these over asap.</p> <p>MT stated that the AGM is now at 99 members attending.</p> <p>DB stated the official notification has gone out.</p>		

	There was a discussion about the AGM agenda.		
Looking backwards	<p><u>Big Summer Camp</u> SA advised that he felt it was a good event, with a good site and not as much issue regarding activities as had been expected.</p> <p>SA noted that a meeting would be held with the team over improvements that can be made and possible other activity options.</p> <p>SA advised that there was more or less the same percentage spend per member as at Spring Camp.</p> <p>There was a discussion about the sustainability of the big events.</p> <p><u>Away Weekend</u> DL stated that he will ask for feedback on how people thought the combined weekend went. WF asked how the Coordinators felt. JS stated that he will have more information after the next teleconference.</p>		
Disciplinaries	None		
AOB	<p><u>Phone System</u> DB stated he has got a quote on the phone system for ongoing maintenance. The Board agreed to implement</p>		
Meeting closed	<p>21:30</p> <p>Next meeting 7 October 2014</p>		