

**Board of Trustees Meeting**  
Tuesday 2 December 2014

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action to be taken</b>	<b>Date by</b>
Welcome	18:40		
Attendance	Steven Allan (SA) Daniel Burford (DB) [Secretary] Will Forshaw (WF) Dave Lawrence (DL) [Chairman] Alex Moustakakis (AM) John Stewart (JS) Matthew Tennant (MT) {via teleconference} Peter Walter (PW) [Vice Chairman] Andrew Henshall (AH)		
Apologies	Andrew Birchall (AB) Matt Cooper (MC) Chris Knight (CK)		
Minutes from last meeting	No Comments		
Matters arising	<p><u>Stock Audit</u> To be completed by AM.</p> <p><u>Finance</u> AB to look into the sundry expense costs being overspent and progress OutdoorLads investment policy for the next five years.</p> <p><u>OutdoorLads 5 year plan</u> It was decided to put this on hold until either the next Board meeting or further down the line because other items are more important at the moment.</p> <p>MT joined via Teleconference at 18:50.</p>		
Finance Update	<p>PW explained to the Board that we are forecasting to make a profit due to current trends for the current financial year.</p> <p>PW did raise an issue with the Board that he felt that the current accounts displayed are difficult to read and understand.</p> <p>JS told the Board that he feels a better layout for the budget could be achieved.</p> <p>The Board discussed how the expense budget is being considerably underspent.</p> <p>PW told the Board that Danny McKeown has asked for a budget for the northern leaders.</p>		



<p>Website Update</p>	<p>DB told the Board that new bugs have been discovered on the site due to CTI. One of the bugs being an issue with refunds.</p> <p>The Board was told that there has been a change to the proposal that allows us to modify the site without CTI stopping work on it. This means we can now change the code if needed to help us.</p> <p>However DB told the Board that even though we have this option it still has to pass through CTI and they need to then incorporate the changes we want into the next update they issue.</p> <p>It was agreed by the Board that CTI should fix the bugs and the freelancer can implement the modifications.</p> <p>DB told the Board that CTI have a fixed deadline for when the bugs should be fixed otherwise they will be receiving no more payments from OutdoorLads.</p> <p>DL asked the Board to allocate funds to DB so he can pay the new freelancer who will be working on the website for our modifications.</p> <p>DB will create a Wikipedia style page listing all the current issues with the website.</p>		
<p>Looking Forwards</p>	<p><u>Refer a Friend Scheme</u> It was agreed by the Board that the 'refer a friend' scheme would entitle the referrer a £20 voucher to use on the OutdoorLads shop and the new member 50% their first year's membership.</p> <p><u>Leader Reward Scheme</u> The Board looked at a spreadsheet created by MT showing how much the new leader reward scheme would cost us if implemented for the last year. MT said that the cost was an estimate as we only had the event types for the most prolific 16 leaders and an event count for the others.</p> <p>The allocation of points to different event types was discussed along with the financial value of a point.</p> <p>It was agreed by the Board that the points can be used as part or full payment of any items in the OutdoorLads basket. This wouldn't include the OutdoorLads shop as it runs on a different scheme. The points can also be used against Membership so money can be taken off yearly membership if not a leader is not signed up to the DD scheme.</p> <p>The scheme finally agreed on was as follows: 1 point equates to £1. Events accrue the primary leader points as follows: Half day: 2 points Day event: 4 points Weekend event: 8 points Longer event: 4 points per night</p> <p>The scheme would have no point cap.</p> <p>The vouchers can be claimed once the leader has built up a minimum of 10 points so, for example, a leader leading 3 day walks would be able to claim a £12 voucher.</p> <p>For now, to allow the scheme to be put into place quickly and also to enable us to scope the amount being spent, we would not reward leaders leading sub events at hostels or big events.</p>		



	<p>The Board agreed that this scheme provided roughly twice the benefit to a leader leading an event than the current scheme and it also allows the leader to utilise the points in different ways, rather than just as an extension of their membership.</p>		
Recruitment	<p>Discussion on candidate 1 Had been interviewed last week by PW and SA, He was a good fit, both in skills and expected salary. Interview notes had already been circulated to Board members. Availability, 1 months' notice but has 2 weeks holiday outstanding so should be able to start around 6th Jan.</p> <p>Discussion on candidate 2 Candidate 2 ruled out both due to salary and it was also felt his experience was deeper and not as wide in some areas that we needed.</p> <p>It was agreed to take on candidate 1 on a short term (6 month) contract, with potential to make it permanent subject to them passing their driving test and generating some income (amount to be agreed) by bringing in funds. Their role would be as Event Manager for OutdoorLads.</p> <p>It was agreed that WF is now managing AM.</p> <p>DL thanked both WF and DB for all their support to the office in the last month.</p>		
Disciplinaries	None		
AOB			
Meeting closed	21:35		