

Board of Trustees Meeting
 On Tuesday 10 February 2015
 At Velvet Central, Manchester

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	The Chair welcomed everyone and itemised the papers to be discussed.		
Attendance	Dave Lawrence (DL) [Chairman] Peter Walter (PW) [Vice Chairman] Andy Henshall (AH) Andrew Birchall (AB) Treasurer Daniel Burford, Secretary (DB) Steven Allen, (SA) Will Forshaw (WF) Darren Batey (DJB) Christine Dale (CD) (notetaker)		
Apologies	Apologies were received from John Stewart. As the teleconference connection was unsatisfactory, Matthew Tennant sent apologies.		
Minutes from last meeting	Minutes of the previous meeting of 6 January 2015 were agreed.		
Matters arising	Finance DL thanked PW, WF and AB for actioning the meeting with B&S and for presenting the P&L Accounts for the 10 months to end of January. Budget –it needs further monitoring to gain the bigger picture.		
	Meeting dates – the new dates have been arranged and put into the calendar.		
	Member numbers – DJB to update and to feed back at the next meeting.	DJB - KPI action ongoing	
	The £27.50 scheme is ongoing. Direct debits –DJB felt it would be safer for the system to remain unchanged until an automated system is made available on line.		
	Website – DB advised that the new freelance contractor was considerably more efficient than CTI in completing the tasks.		
	Leader Award Scheme – collating of the points system for the scheme is underway.		

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	<p>Christmas Event 2015– DJB confirmed that the original booking date is set and he will support the event leaders with the arrangements. DJB also confirmed that he will work with Scotland ensuring that their event will run on the first weekend of December 2016.</p>	DJB to support leaders	
Recruitment	Shortlisting for interview, which will include an online exercise, testing IT skill base.	DJB	
Finance Update	<p>AB confirmed the afternoon meeting with Diane.</p> <p>It is planned that activity reports be printed off directly from Sage, and can be produced in a chart format so they are easily read, creating a more robust phased forecast. This will allow the Board to be more proactive rather than reactive!</p>		
	<p>WF raised the issue of the auditors inputting less work these days, but that their fees did not reflected this change. AB to review and see if there is a case where their fees can be changed.</p> <p>DL wanted to ensure that the auditors, the board members and staff all have the information they require from Sage to enable them to deliver their work.</p> <p>Action - all parties were asked to advise AB if the financial information necessary for each stage of their work is obtainable from the finance package.</p> <p>It was agreed that once an event had been coded, it would not be changed.</p> <p>The event date is a crucial piece of information to keep the accounts accurate when it comes to refunds.</p> <p>Action - DL asked SA, AB and WF to get together to implement an appropriate system to give Diane the information she required.</p> <p>AB suggested that ODL payroll can be entered onto Sage. Action - SA to speak to our payroll provider.</p>	<p>WF</p> <p>All / AB to be advised of any issues</p> <p>SA, AB and WF</p> <p>SA</p>	
Website Update	DB advised that the new company had been given the go ahead to start work some specific tasks. In just one week things are looking brilliant. DB was happy to continue with the working relationship.		

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	<p>Action – Staff to feedback to DB any issues which cause inefficiencies. Also, staff to take over responding to the web support tickets.</p> <p>DB and DJB to liaise regarding the frequency of responses for authorisations.</p> <p>Technical systems – DB has been looking at removing the email service to Office 365, giving a saving of about £50 a month. DJB to send DB an email listing his concerns.</p>	<p>DB, DJB</p> <p>DB, DJB</p>	
	<p>The Board discussed the issues about how to comply with their obligations towards the invoice for work already completed, and work not completed by CTI and it's new owners.</p> <p>Action – it was agreed that WF request a credit note to close the deal with CTI.</p> <p>Office phones – DJB advised that the internet connection is not functioning properly.</p> <p>Action – As an immediate solution required, DB to find a short term solution to capture all incoming calls</p>	<p>WF</p>	
Leader Reward Scheme	<p>CD advised that most of the data for the reward scheme had been collated.</p> <p>Action - MT to send an email advising event leaders - AB to review the message before it goes out.</p>	<p>MT/ AB</p>	
State of the Nation update	<p>Chair explained why DJB had been asked to create a report giving his first impressions of ODL.</p> <p>Stock – noted.</p> <p>Future planning reactive /proactive</p> <p>DB outlined his background in the third sector, and his ideas for a proactive approach - having definitive plans and goals. He felt the Board should provide the direction of the organisation, what it's missions, aims and values are, and its core objectives which would lead to clear goals for the staff team.</p> <p>It was agreed that MT be asked to lead with an external on a 5 year Strategic Plan, giving clear mission and aims that can be posted on the ODL website for members to see. AB to ring MT after the meeting to discuss.</p> <p>DJB suggest that the board release their current responsibilities with proper handovers and regular supervision meetings.</p> <p>It was agreed that the first steps in moving forward with this objective is to ensure that adequate trustee training is sourced</p>		

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	Action – DJB to source external trainer and arrange the food for the day.	DJB	
	DL thanked DJB for putting forward his ideas and proposing new opportunities. Action - DL to undertake 1-2-1s with each board member to see what each does now and what he wants for the future.	DL	
Savings Decision	To be discussed later		
Disciplinaries	None		
AOB	DJB asked PW for the update on pride plan for 2015.	PW	
	It was agreed that face to face meetings take place every 2 months, alternating months via teleconferenc		
	WF reminded everyone to send in their expenses on a timely basis. Action - DJB to send an email	DJB	
Meeting closed	21.50 Next meeting at 18:30 on 10 March, by teleconference		