

Board of Trustees Meeting
On Tuesday 10 March 2015
Teleconference

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	All members introduced themselves when they joined the telephone discussion.		
Attendance	Dave Lawrence (DL) [Chairman] Andy Henshall (AH) Daniel Burford, Secretary (DB) Steven Allen (SA) Will Forshaw (WF) John Stewart (JS) Matthew Tennant (MT) Darren Batey (DJB) Christine Dale (CD) (notetaker)		
Apologies	Apologies were received from Andrew Birchall (AB) Treasurer Peter Walter (PW) [Vice Chairman]		
Minutes from last meeting	With the exception of 2 small changes, the minutes of the previous meeting of 10 February 2015 were agreed.		
Matters arising	KPIs – DB advised that there are 175 leaders, and 1,062 full members. Christmas Event 2015 – The hostel has been booked. Finance structure – The aim being to centre as much as possible in Sage without extra work - this is being streamlined after liaising with Diane and the auditors. Volunteer processes – DJB will feedback to the next meeting Event Leaders – It was discussed how the scheme was to be implemented and the vouchers disseminated. Action – DB and DJB to compose a communication to members, and a note for the back office after generating the various codes, etc.	PW DB/DJB	
Recruitment Update	CD has accepted a temporary 3 month contract with ODL and WF is completing the recruitment documentation.		
Finance Update	DL advised that AB wished to step down from the Board due to a very busy work life at the moment. It was suggested that he take a sabbatical, which he felt was a good compromise, but also agreed to attend the Away weekend. As ODL will be without a Treasurer, there will be an agenda item during the Away Weekend to discuss the finance support.	All	

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Website Update	DB gave an update of the current actions being addressed by the new developer. DL thanked DB for a great job, in particular following the feedback from the leaders		
Board Away Weekend update Unresolved Coordinators Issues	DJB briefed all on the planned schedule - with the aim being to develop the new Strategic Plan. JS presented the Coordinators Issues Paper highlighting several concerns. Action – JS to present an update at the next meeting.	All JS	
April Sales Action Plan	Suggestions were made on how to improve the numbers of hostel take up on a couple of events. Action - DJB and Simon to promote on social media.	DJB	
Early Payment Discount	SA explained how the EPD had worked in the past and the formulas used. Action - SA to prepare a report with the specs to be circulated for discussion. The Board to revisit this subject at Away Weekend.	SA	
Event Manager's Report	DJB briefed members on this month's achievements in the office. Although there had been many changes, there was still a long way to go. MT thanked DJB for this very useful Report so that Board members were aware of what was happening in the office.		
Disciplinaries	None		
AOB	MT requested that copies of all leader resource material, ie. Regional coordinator paperwork, guides, how to's, and old material be uploaded into a Dropbox account so that an audit can be undertaken. Action – MT to email the Dropbox username and password.	MT/all	
	It was noted that many the policies need updating. Action - the Board to set up a Governance Working Group to prioritise and prepare new policies for sign off by the Board.	JS / MT	
Meeting closed	20:35 Next meeting at 18:30 on 14 April 2015, Velvet Central, Manchester		