

Board of Trustees Meeting
On Tuesday 14 April 2015
Velvet Central

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Dave welcomed everyone		
Attendance	Dave Lawrence (DL) [Chairman] Peter Walter (PW) [Vice Chairman] Daniel Burford, Secretary (DB) Andy Henshall (AH) Steven Allen (SA) Matthew Tennant (MT) Darren Batey (DJB) Christine Dale (CD) (notetaker)		
Apologies	Apologies were received from Andrew Birchall (AB) Treasurer Will Forshaw (WF) John Stewart (JS)		
Minutes from last meeting	The minutes of the previous meeting of 10 March 2015 were agreed.		
Matters arising	<p>Volunteers' structure development – DJB advised that this project was still ongoing.</p> <p>Finance - PW confirmed that WF had taken on the finance responsibilities and was looking after the Treasurer's role.</p> <p>Board Away Weekend – DB had previously sent out a paper capturing the thoughts and notes of the weekend.</p> <p>Early payment discount –it was agreed that this become an Agenda item for May meeting.</p> <p>Website development – DB summarised the completed actions and described the queue he is using to resolve the next bugs.</p> <p>Dropbox – MT advised that good progress had been made and that all the leader guide information was available on Dropbox.</p> <p>Governance Working Group – the group had communicated by email, the necessary changes still to be implemented – ongoing.</p>	DL	
Chair & Vice Chris's April Report	Paper 3 presented by PW to give the Board a round robin of some of the major activities during the month. The Leader award scheme voucher – DB confirmed that he would be completing the allocations.		



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ODL Strategic Planning Outline	<p>Paper 4 and Action Plans were presented by MT. The Board were asked to endorse the paper, agree the next steps and approve the strategic plans.</p> <p>The Aims of the Strategic Planning Outline were approved.</p> <p>It was agreed to launch the Mission and Aims, which is to include a timeline, to the membership at the AGM, in a glossy document format.</p> <p>Action – MT to prepare a document giving formal roles and titles of the New Board structure for May meeting.</p> <p>Action - WF to prepared budgets for the May meeting.</p> <p>Action – AH to coordinate leaders and to look at their broader requirements, asking strategic questions and to use the discussion topics from the South leaders meeting.</p>	<p>MT</p> <p>WF</p> <p>AH</p>	
HR Policies & Procedures	<p>Paper 5 was presented by Will to provide a staff handbook for the HR processes and a comprehensive list of policy documents to support the HR process.</p>		
Safeguarding our Membership	<p>Paper 6 was presented by DJB to trigger a discussion for the Board whether or not to implement DBS checks for staff and volunteers.</p> <p>Action CD to clarify eligibility for DBS checks and email all.</p>	<p>CD</p>	
Website Update	<p>DB's paper was not presented as the developers had not given a recent update, however DB reported that the spring camp page was good enough to go live.</p>		
Event Manager's Report	<p>Paper 8 was presented by DJB to summarise activity regarding Events and also the situation in the office.</p> <p>DJB was thanked for making the volunteer, Callum's, role interesting and rewarding, and for helping him with skills and volunteer development.</p> <p>It was also noted what an amazing volunteer Simon was, although he works from home and not from the office.</p>		
Finance Update	<p>There was no Finance Paper presented as Diane was still processing the data.</p>		
Staffing	<p>Paper 10 was presented by WF to ascertain the overall staffing requirements so that office staff perform tasks timeously.</p> <p>It was agreed to</p> <ol style="list-style-type: none"> a. Offer CD a permanent position with ODLS. 		



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	b. Recruit a third staff member, the split of responsibilities still to be decided.		
Disciplinaries	None		
AOB	<p>Help on Spring Camp – it was suggested that volunteer's be recruited help to support DJB and SA on the remaining work to be undertaken on Spring Camp.</p> <p>Board format – it was noted that new format allows for trustees to read and prepare any questions beforehand, so that meeting can run quickly and smoothly.</p>	SA/DJB	
Meeting closed	<p>The meeting closed at 22:25</p> <p>Next teleconference at 18:30 on 12 May 2015</p>		