

**Board of Trustees Meeting**  
On Tuesday 12 May 2015  
Teleconference

Agenda Item	Discussion	Action to be taken by	Date by
<b>Welcome</b>	Dave welcomed everyone		
<b>Attendance</b>	Dave Lawrence (DL) Chairman Peter Walter (PW) Vice Chairman Daniel Burford (DB) Secretary Andy Henshall (AH) Steven Allen (SA) Andrew Birchall (AB) Will Forshaw (WF) Interim Treasurer John Stewart (JS) signed off early Matthew Tennant (MT) Darren Batey (DJB) Christine Dale (CD) note taker		
<b>Apologies</b>	No apologies were received.		
<b>Minutes from last meeting</b>	The minutes of the previous meeting of 14 April 2015 were agreed.		
<b>Matters arising</b>	<p>The <b>redacted minutes</b> were still outstanding – an action was taken to have them sent out after the meeting.</p> <p><b>Treasurer</b> – WF was thanked for the kind offer taking on the responsibilities of Treasurer.</p> <p>The process of putting in place the staff policies and procedures for the office has been started.</p> <p>The <b>Accounts</b> for Year End 31 March only have just been received, As a consequence, no budgets had been completed by this point in the year. However we now have all the information for the budgets and these figures will be circulated before the June Board for formal acceptance, and in preparation for discussions at the July and August meetings.</p>		
	<p>The <b>HR documents</b> for the recruitment of staff had been produced and all components are now in place ready to recruit.</p> <p><b>Spring Camp</b> Regular feedback to the Board on actions completed and outstanding will be forthcoming.</p>		
<b>Board Restructure</b>	<p>A paper was presented for discussion and final approval of the restructuring of the Trustee Board in line with the new strategic plan was obtained.</p> <p>The constitutional and operation positions were outlined, and the aims of the Volunteer Development, Governance and</p>		

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	<p>Policy, and Finance and Fundraising Sub Groups were defined.</p> <p>The various positions and areas of focus, as well as who best be assigned to what areas were discussed.</p> <p>As the transition from an operational to a strategic Board would not be easy, various ideas on how to achieve it were discussed.</p> <p>It was suggested that full Board meetings take place quarterly rather than monthly, with the sub groups reporting to the Board.</p> <p>It was agreed that the three main Sub Groups fit well into the new structure and would not need to be changed later.</p> <p>An action was taken to prepare and circulate an updated report incorporating these decisions so that a decisive decision can be taken at the next meeting.</p>		
<b>Increasing Our Reach</b>	<p>A paper was presented to update the Board about the issue of cost being a barrier to many concessionary members.</p> <p>Various options were presented and discussed by the board.</p> <p>It was decided that more information and re-evaluation on the costs involved would be needed before a decision could be made. This offer could also be delayed until the organisation was in a stronger position.</p> <p>An action was taken to gather more information and present to the Board within the next 2 months'.</p>		
<b>Volunteer Structure</b>	<p>A paper was presented to come to an agreement in respect of a new volunteer structure and general volunteering update.</p> <p>It was noted that the structure needs to fit with our Mission Statement and with the aims of the organisation.</p> <p>It was advised that Craig Owen, Regional Coordinator for the SW and South Wales Region, wished to step down and was interested in joining the board. Given his expertise in fundraising and management, he would be a great asset to the board.</p> <p>It was Agreed that Craig be invited to the next meeting to see of he wished to be co-opted to the board, joining it until the AGM where he would stand for election my the membership.</p> <p><b>Conference calls</b> It was agreed that it would be more productive to hold conference calls with coordinators on a</p>		

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	quarterly basis.		
	<p><b>Away weekend</b> – The weekend programme is to focus on putting structures into place to empower them to lead events with specific reporting lines and proper processes. Also to discuss volunteer management &amp; training and setting boundaries. It is important that they stick to event delivery in a ‘support’ role.</p> <p>It was agreed the outcome of the weekend is to implement the new structure and making sure all understand roles description and in managing them into the new role.</p>		
	<p><b>Email addresses</b> for coordinators – it was agreed that these should be provided, but that a policy on email be prepared and that the use and status of the coordinator be on the signature line.</p>		
	<p><b>Road cycling coordinator</b> - it was agreed to appoint David Sharpe as the SE road cycling coordinator and that he may also assist with mountain biking events.</p>		
<p><b>Update on Strategic Planning</b></p>	<p>A paper was presented so that the actions can be approved for the next meeting. The 5 main points discussed:</p> <ol style="list-style-type: none"> <li>1. The Board Restructuring discussed in an earlier paper.</li> <li>2. Volunteer Management restructure presented in an earlier paper and coordinator away weekend discussed.</li> <li>3. Staffing and recruitment issues ongoing.</li> <li>4. Policies and procedures for leaders.</li> </ol> <p>All the leadership application documentation had been revised and is now ready to be reviewed and formally approve the criteria for leadership assessment, new camping, cycling, etc. and the process they go through.</p> <p>An action was taken to prepare a draft document for the June Board outlining a new entry position in the biking leaders’ role for simpler biking events, either for road user or mountain biking.</p> <ol style="list-style-type: none"> <li>5. Financial –updates to be circulated before the next meeting</li> </ol>		
<p><b>Leader Award Scheme</b></p>	<p>The system should be set up on the website before the next meeting.</p>		

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<b>Spring Camp Update</b>	<p>Actions still to be completed - a spreadsheet has been prepared outlining all the actions which indicates the level of completeness. Updates to be circulated daily.</p> <p>A full brief to be prepared and issued to everyone by Friday with guide and full details of the events.</p> <p>The committee was asked for their main concerns. These were:</p> <ul style="list-style-type: none"> <li>• preparing for the Unknown,</li> <li>• managing the quantities of the food,</li> <li>• the lack of numbers.</li> </ul> <p>The chair thanked the whole team for organising Spring Camp, and although numbers may not be as high as last years', this is still the 2<sup>nd</sup> or 3<sup>rd</sup> biggest camp ever, so congratulations were well deserved.</p>		
<b>Website Update</b>	<p>A verbal update on the latest state of the website and the contact with the developers was given. It was agreed to prepare a document giving timeframes and dates for the resolution of specific web problems by the end of the week.</p>		
<b>Finance Update</b>	<p>It was reported that although the Accounts were late, they did not look bad, with a profit being reported, even including some unusual expenses not in the budget.</p> <p>It was agreed that a document be prepared, extracting figures from the P&amp;L account showing average expenses on a monthly basis. This will enable for future planning, looking at forecast rather than history with the ability to pre-empt any difficulties and become proactive financially. The new budget will show phased expenditure so that costs are reflected in the month of the event.</p>		
<b>Staffing</b>	<p>It was confirmed that the documentation following the verbal offer for a Finance Administrators role had been prepared. They should be available within the next few days.</p> <p>The Events Assistant job description, based on proposals from the last meeting, was also being prepared. It was agreed that the recruitment process needs to be speeded up.</p>		
<b>Disciplinaries</b>	None		
<b>AOB</b>	<p>It was requested that the information for the AGM be put the web as soon as possible.</p> <p><b>Declaration / Conflict of Interest</b> – A Board member declared that they had become a Director of a company providing outdoor activities that may be used by OutdoorLads. An action</p>		



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	<p>was required for them to complete a Declaration of Interest form and it be signed off.</p> <p><b>Part payments</b> – A concern was expressed for the current inability of providing part payments for the alpine trip later in the year and needs to be addressed as a priority. In the interim, a backup event needs to be arranged.</p> <p><b>Double marathon</b> taking place this weekend - £10 offer event on track to bring in more sponsorship</p> <p><b>Staffing</b> – The office manager stated that he would be resigning after his 6 month probationary period, his last day being 4 July. He thanked everyone for their support during his role with OutdoorLads. He also wished to ensure the 100% commitment to Spring Camp and will do a full hand over in due course.</p> <p><b>Venue for next Board meeting</b> -- Taurus Bar will be hosting the next board meeting as Velvet Central has closed.</p> <p><b>National Official Volunteers week</b> is on 1 – 7 June is and would be a great week to recognise and to thank the coordinators and leaders.</p>		
<b>Meeting closed</b>	<p>The meeting closed at 21:00</p> <p><b>Next meeting on Tuesday 9<sup>th</sup> June 2015 at 18:30</b></p>		