

Board of Trustees Meeting
On Tuesday 9 June 2015

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Dave welcomed everyone at 18.30		
Attendance	Dave Lawrence (DL) Chairman Daniel Burford (DB) Secretary Andy Henshall (AH) Steven Allen (SA) Andrew Birchall (AB) Will Forshaw (WF) Interim Treasurer John Stewart (JS) Matthew Tennant (MT) joined at 18.59 Craig Owen (CO)		
Apologies	Apologies were received from: - Peter Walter (PW) Vice Chairman Darren Batey Christine Dale		
Minutes from last meeting	The minutes of the previous meeting of 12 May 2015 were agreed.		
Matters arising	Dave Lawrence proposed Craig Owen to be co-opted to the board. Andrew Birchall declared second support. The motion was carried unanimously. DL welcomed Craig to the board of trustees. Leader reward Scheme to be set up on the website. The technical side has been done but this has yet to be tested and made live	AB & DB DB	
Chair & Vice Chair's May Report	DL verbally summarised his monthly OutdoorLads achievements and tasks.		
Finance Update	The finance update, budget and proposed will be emailed to board members for their review	WF	
Spring Camp Report	Normal update and costing. DL thanked all concerned. Main difference - core team followed the events through. MT raised the need for documented timeline. Everything that is done for Summer Camp between now and the delivery of the event should be documented. This should then be made into an adaptable Big Event Manual. MT to clarify PW is dealing with this.	MT	
Volunteer Recruitment	CO informed us that he had offered to help the board with recruitment further to his background and experience in the volunteer sector. The date for the interviews is 18/06/2015	CO	

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	<p>A standardised set of workflows together with event submission forms will be drafted that must be followed and who's remit it falls under.</p>		
<p>Website Update</p>	<p>Fixed the attendance register this week together with the other items. Site speed we have purchased third party tools to monitor it. Proved very useful and now investigating data.</p> <p>Look at the top 5/6 bottle necks and concentrate on those being fixed.</p> <p>Event delivery side and marketing Member support Several integrated sites which would help.</p>		
<p>Board Restructure</p>	<p>2nd strand of new strategic plan being implemented.</p> <p>CO raised set meeting times in a clear business cycle for the benefit of the group. Met in order to benefit and support each other.</p>		
<p>Leader Resources</p>	<p>Paper presented by Matt To approve the new set of assessment documents for: -Hostel -Camping</p> <p>The revised documents will then be circulated to the board for approval within the next two weeks and will form part of the leader resource.</p> <p>Docustore on the shared drive</p>	<p>MT Office</p>	
<p>Disciplinaries</p>			
<p>AOB</p>	<p>PPL UK Invoice: JS - looking into it PRS licence?</p> <p>AB – Danny McKeown raised issues with AB to be presented at July's coordinator's meeting</p> <p>CO - advised Andy Martin, SE walks coordinator, offered his services to assist on project / office capacity.</p> <p>DB announced web stats Leaders 186 Members 988 Concession 48</p>	<p>JS</p>	
<p>Meeting closed</p>	<p>The meeting closed at Next meeting on Tuesday 14th July 2015 at 18:30</p>		