

Board of Trustees Meeting
Teleconference on Tuesday 14 July 2015

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Dave welcomed everyone at 18.30		
Attendance	Dave Lawrence (DL) Chairman Peter Walter (PW) Vice Chairman Daniel Burford (DB) Secretary Andy Henshall (AH) Steven Allen (SA) Will Forshaw (WF) Interim Treasurer Craig Owen (CO) Simon Pearce (CP) Christine Dale (note taker) Matthew Tennant (MT) joined later		
Apologies	Apologies were received from: Andrew Birchall (AB) John Stewart (JS)		
Minutes from last meeting	With the following amendments, the minutes of the previous meeting of 9 June were agreed as accurate: Spring camp update – details to be linked into the minutes.		
Matters arising	Spring Camp survey to be downloaded and forwarded to team.		
<i>(Outstanding actions from previous meetings in italics)</i>	The Spring Camp costing exercise needs completing.		
	<i>A couple of inaccuracies were identified in the May minutes that will be forwarded for correction.</i>		
	<i>Actions carried over end expanded upon: -</i> <i>The email addresses required for the co-ordinators need to be confirmed and set up.</i> <i>For good accounting practice, the board felt that a new auditor should be appointed next year. One needs to be identified.</i> It was noted that some work had been undertaken already, but that this is now a critical action which will need to be resolved before the AGM.		

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	<p><i>The conflict of interest declaration -</i></p> <p>The Board member in question advised that the required document, which records the conflict and how it is to be managed, had been copied and would be circulated to Board members shortly.</p>		
Spring Camp Report	<p><i>An adaptable Big Event Manual. A documented timeline needs to be created.</i></p> <p>More work is needed, but we have a detailed list of actions for Spring and Summer camps. A manual for the bar has been created which is the starting point. This is to be circulated to other Big Event team members for comment.</p>		
Volunteer Recruitment	<p><i>A standardised set of downloadable forms and documentation to be available for leaders and coordinators online.</i></p> <p>A team was identified to draw together documentation and work with the office to create page. These will become the ones routinely used.</p> <p><i>List of FAQ's for support tickets and refunds to be Emailed for action.</i></p>		
Board Structure	<p>A paper which was sent out on Sunday is self-explanatory. The NCB Government code forms the principle of this paper and described the various areas, actions, policies and responsibilities of the Board.</p> <p>The new policies were listed which are recommended and will be a "Framework" under which we will be working, giving clarity but should not be too cumbersome.</p> <p>The next section of the paper to be distributed to the board next week and have the final papers presented at the August Board meeting.</p> <p>Agreed – all Approved Section 3 of 5 of the paper and the Treasurer role will be the next action.</p>		
General recruitment/strategy	<p>Other trustee roles were discussed, including draft examples of job descriptions and outline of broader roles.</p> <p>An action was agreed to undertake the next steps to nail down the details tailored specifically to OutdoorLads.</p>		
Treasurer appointment	<p>It was suggested that the Treasurer's role would need a candidate who had knowledge of Sage, who would be able to run reports enabling robust financial management.</p>		

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	<p>It was advised that the reserve fund has been untapped this year and it was suggested that strong financial management is needed to keep it this way, especially with the stronger staff base in the office.</p> <p>The Governance Committee to ensure treasurers job description, responsibility and experience clearly defined, and that candidates fully appreciate what the role involves. It was suggested that a full and rigorous recruitment process be undertaken.</p>		
Trustee posts / role profiles	<p>The role profile specific for OutdoorLads is to be redrafted and to continue this work at the Governance/ HR meeting tomorrow.</p>		
Finance Update	<p><i>The finance update, and proposed budget will be emailed to board members for their review</i></p> <p>The papers have not yet been issued.</p>		
	<p>It was reported that the month end figures had been received but we need to request earlier submission dates to allow the figures to be more relevant to Board meetings.</p> <p>Revenue 'per month' figures were discussed. The auditors have received the year end accounts, but they will be meeting with OutdoorLads in due course to undertake spot checks.</p> <p>The rest of the finance role is being handed over to office staff while WF undertakes his Treasures duties. A dry run will be prepared for the August Board meeting.</p> <p>WF was thanked for keeping the accounting on schedule.</p> <p>The format for the Annual Report was discussed with an agreement that we should create an attractive document which can be made available to members, especially all those who had not attended the AGM.</p> <p>Action – A draft annual report needs to be produced along with an easy to read guide to the accounts to be presented to the next board meeting and then to the members at the AGM.</p>		
	<p>The issue of the financial implications of mis-management of events, such as checking the take up of event places was raised. Where take-up is low, how does OutdoorLads risk managing events in the future? How to manage issues such as double bookings, no bookings, occupancy levels, etc.?</p> <p>These issues are being monitoring and we are holding an audit on the events to minimise financial losses.</p>		
Website	<p>The latest web developments i.e. the new contact pages, social</p>		

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Update	<p>media page, member benefits page, new event categories, featured events, and later for Pride events were discussed. The Leaders attendance tab has been fixed and is updating correctly.</p> <p>Mail group will be on the server, making communications much easier.</p> <p>A meeting with the developers is planned to discuss what type of contract and a more in-depth discussion of the various support options.</p> <p>It was advised that there was no indication we do not meet the eligibility criteria for the Microsoft office package scheme and an action was taken to look into this.</p>		
Board Restructure	<i>2nd strand of new strategic plan</i>		
Staffing Update	<p>Simon Pierce was welcomed to his first OutdoorLads Board meeting. It was advised that the responsibility for membership and Direct Debits has been handed over to the office staff and it is going very well.</p> <p>A system is being implemented to automatically input payments from SagePay into Sage.</p> <p>The office is arranging with Fastpay to implement DDs online. the T-shirt requests for new members are being integrated into the DD form.</p> <p>Everyone involved in the recruitment process was thanked for all their efforts.</p>		
Summer Camp	<p>It was advised that the Summer Camp events package was coming together.</p> <p>The attendance numbers were creeping up; all child events went on line last week and are selling very well - adding diversity to paid events. There is a need to get some more leaders for these events.</p> <p>The catering theme this year is simplicity, with curries, a barbeque, and local chefs doing breakfasts. Friday will see a very simple dinner served. Prepaid tickets are on the web page as well as payment on the day.</p> <p>The event is looking positive at the moment and the venue is also happy with the booking.</p>		
Membership cards, affinity	A paper was presented re membership cards and it was agreed with the proposal to cease membership cards from this point.		

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partners			
AGM	The current status of the AGM event was discussed and deemed to be going well.		
Leader Resources	<p>It was advised that the revised set of assessment documents is being proof read.</p> <p>When asked when the documents could be launched, it was advised that they were expected them be on line soon.</p>		
Disciplinaries	A complaint has been received about a member's behaviour at a weekend event. Following an investigation into the matter, his membership has been rescinded.		
AOB	<p>Clarity was sought on how staff should handle 3rd party events and what is OutdoorLads stance regarding profit or otherwise and this was discussed.</p> <p>Finally – DL advised that he will be standing down as Chair following the AGM. He thanked everyone for their hard work and support in what had been difficult times.</p>		
Meeting closed	<p>The meeting closed at 9.45 pm.</p> <p>Next meeting on Tuesday 11th August 2015 at 18:30 at the LGF, Richmond Street</p>		