

Board of Trustees Meeting
Teleconference on Tuesday 10th November 2015

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Peter welcomed everyone at 18.40		
Attendance	<p>Board Members: Peter Walter (PW) Chairman Matt Tennant (MT) Vice Chairman Andrew Henshall (AH) Daniel Burford (DB) Secretary Steven Allen (SA) Alastair Warner (AW) Treasurer Craig Owen (CO) Danny McKeown (DM)</p> <p>In attendance: Will Forshaw (WF) <i>Co-Opted Trustee</i> Simon Pearce (SP)</p>		
Apologies	No apologies were received.		
Minutes from last meeting	The draft minutes of the previous meeting of 13th August 2015 were approved.		
	<p>PW thanked SP for the office update. MT thanked SP for resolving the longstanding leader rewards issues and for creating the 'new leader welcome packs'. PW echoed this.</p> <p>It became apparent that phone issues were still causing some technical issues. It was suggested Board Members should be using physical VOIP phones rather than apps on mobile devices.</p>		
Website Update	A Trustee asked whether the £900 monthly budget for web development was enough. It was felt it was adequate.		
	<p>It was suggested that we should employ a server management company to maintain the hardware responsible for our website, install updates, security patches and provide emergency server support (to cover incidents such as the previous weekend's outage) and had sourced a quote from a third party. This is not to be confused with the actual website application which is the responsibility of the web developers.</p> <p>Previously the server management had been done in house by DB but the current server setup has now</p>		

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	<p>gone beyond his ability and he no longer has the time to jump on issues as they arise.</p> <p>Board was asked if this was money that is required in addition to that being spent with the web developers. Board noted that yes, it was.</p> <p>WF advised that our finances are very low. From a current account balance of £80,000 12 months ago, we now have a balance of £50,000.</p>		
	<p>The Board was asked if we could reassess the web hosting costs currently paid to Linten Technologies (LT).</p> <p>SA explained that LT does not supply servers (OutdoorLads owns them outright) but provides colocation services – a place for the web servers to live including power, internet connectivity, security, fire suppression, etc.</p> <p>The Board was advised that we need to get competitive quotes to show due diligence.</p> <p>DB confirmed that LT provide services to OutdoorLads at cost price and that there was no issue at all if we were to move to another provider.</p>		
AOB	<p>CO discussed feedback from recent regional coordinators teleconference already submitted to the Board.</p> <p>PW thanked CO.</p>		
	<p>The Board is looking at leader expenses for hostel leaders who've been parachuted in to an event at the last minute.</p> <p>A number of suggestions were received including hostel leaders being able to receive the Early Booking Discount no matter when they sign up and the ability to informally adjust leader expenses in special cases. It was suggested that clearer guidance on leader expenses was needed and will be producing an updated expenses policy.</p> <p>The Board was advised of steadily decreasing current account balance. Investigation ongoing as to where we are losing money.</p>		

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	<p>The Board was informed that leader credits were appreciated but that it should make more of a big deal of high value leaders.</p> <p>The Board was told that coordinators appreciated the leaders news page on the website but need a monthly update of what's actually changing.</p> <p>The Board was advised that we need a regular leaders newsletter.</p> <p>It was agreed that we need to reiterate all the great things we're doing to make things easier for leaders. The Board was advised that the leaders newsletter was taken away from office last November and passed to Andrew Birchall. This task is now ready to be passed back.</p>		
	<p>The Board was informed that paid event uptake post new year was a concern with only 35 out of 335 beds sold for Jan/Feb and went on to suggest promotional campaigns, etc.</p> <p>WF advised this was already in hand and that the office is currently working on Christmas/New Year events which are also in desperate need of promotion.</p>		
	<p>PW/DM are having are meeting with a third party about creating an AGM party event.</p>		
	<p>The Board was advised that we had received a large (physical not numeric!) cheque from the Keswick to Barrow Walk that some of our Members took part in earlier this year. It was agreed that the cheque should be banked but further discussion was needed on what the money should be spent on.</p>		
Meeting closed	<p>The meeting closed at 19.55.</p> <p>Next meeting on Thursday 3rd November 2015 at 18:30 at The LGBT Foundation offices, 5 Richmond Street, Manchester</p>		