

**Board of Trustees Meeting**

On Thursday 3rd December 2015

At Renaissance Manchester City Centre Hotel, Blackfriars Street, Manchester M3 2EQ

Agenda Item	Discussion	Action to be taken by	Date by
<b>Welcome</b>	Peter welcomed everyone at 18.30		
<b>Attendance</b>	<p><b>Board Members:</b>            Peter Walter (PW) Chairman            Matt Tennant (MT) Vice Chairman            Daniel Burford (DB) Secretary            Alastair Warner (AW) Treasurer            Steven Allen (SA)            Andrew Henshall (AH)            Dave Lawrence (DL)            Danny McKeown (DM)            Craig Owen (CO)</p> <p><b>In attendance:</b>            Will Forshaw (WF) <i>Co-Opted Trustee</i>            Nas Khalid (NK)            Simon Pearce (SP)</p>		
<b>Apologies</b>	No apologies were received.		
<b>Minutes from last meeting</b>	The draft minutes of the previous meeting of 10th November 2015 were approved.		
	<p>An update was provided on the VOIP phones. All Trustees now have suitable equipment and have been advised to test them before the next Board meeting teleconference</p> <p>The Board was advised that the web health check was ongoing.</p> <p>The Board asked about progress on the leaders' newsletter. This is ongoing.</p> <p>A question was raised to see if we can we make the news on the website more noticeable.</p> <p>Concern were raised about hostel attendance in January and February. The Board agreed that it's not unusual for these events to fill up after Christmas and that events in the first week of 2015 bombed but quickly picked up.</p> <p>The Board agreed that SP should have free reign in order to promote failing events without further Board input.</p>		

Agenda Item	Discussion	Action to be taken by	Date by
<p><b>Website Update</b></p>	<p>The 'bitter pill' project. The Board was given the opportunity to discuss the previously submitted board paper.</p> <p>The Board was advised that our current website spec included a huge amount of complexity of which much of it was not used. The current spec is much bigger than it needs to be as it was originally built to run the organization without paid staff.</p> <p>We now have office staff with time and skills to do the work and so much of the current sites complexity is redundant.</p> <p>It was suggested that we temporarily stop other than critical updates whilst we decide how we move forward. A question was posed about whether we progress in house?</p> <p>The Board was asked if the project be sponsored either providing money or experience/time.</p> <p>The Board was advised that we should use an external person to help manage the project - perhaps volunteer / member?</p> <p>It was suggested that we improve communication to Members going forward.</p> <p>The Board was asked if we are stopping the previously agreed monthly spend. It was agreed that this would be stopped temporarily.</p> <p>Our current web designers, Access have quoted £500 a month to keep our current website working. It was suggested we could bring the staging server in house.</p> <p>The Board agreed that new specs should be produced.</p>		
<p><b>AGM/ Party</b></p>	<p>The board was given the opportunity to discuss the previously submitted board paper.</p> <p>It was commented that the event appeared very cheap but the Board was keen that the sale price was kept as low as possible. The event is currently costed with no markup. The Board agreed to keep the price at £30 EBD and £35 standard.</p> <p>The Board was advised that we should look at</p>		

Agenda Item	Discussion	Action to be taken by	Date by
	<p>sponsorship opportunities.</p>		
<p><b>Charitable aims</b></p>	<p>The board was given the opportunity to discuss the previously submitted board paper.</p> <p>It was agreed that the money raised on this year's Keswick2Barrow charity walk should be ring fenced for our new charitable fund. The Treasurer advised that a separate bank account was being opened for this purpose.</p> <p>During a meeting between earlier in the day several strategies were discussed including how we can make the project inspiring to the members and the public, how we can work with different organisations to get their service users on events.</p> <p>The Board was advised that having 18-25's year olds as a 'charitable aim' was a bit tricky and suggested that recruitment for this group should simply be a separate project.</p> <p>Recipients of any charitable funds should be simply treated as a 'newbie' as nobody should know their position.</p> <p>More information will be available at the January Board Meeting. It was hoped that the project could be underway for Easter. PW commented that we must maintain momentum.</p>		
<p><b>Budget</b></p>	<p>The Treasurer announced that he was putting together a budget to help us ascertain what it costs to run the group each year, what the average hostel price is, how much money do we need to make from hostel events, etc.</p> <p>The Treasurer requested that any extra spend be approved by him and to be added into the budget.</p> <p>The Board was reminded that we're going to make a loss this year.</p> <p>A recent email discussion re leader expenses was raised.</p>		
<p><b>AOB</b></p>	<p>An issue about the North Leaders event was raised in respect of what funds were available. It was advised that historically this has been £10 per head but it was noted by the Board that no spend had been approved</p>		

Agenda Item	Discussion	Action to be taken by	Date by
	for this particular event.		
	A recent email discussion from Adam Harvey re bouldering events was raised.		
	The Board was advised that the AGM date had been moved to 1st October.		
<b>Meeting closed</b>	The meeting closed at 19.55.  <b>Next teleconference on Tuesday 12th January 2016 at 6:30pm.</b>		

**Dates of upcoming Board Meetings (tbc)**

<b>January</b>	12th	Teleconference
<b>February</b>	9th	LGF
<b>March</b>	8th	Teleconference
<b>April</b>	12th	LGF
<b>May</b>	10th	Teleconference
<b>June</b>	14th	LGF
<b>July</b>	12th	Teleconference
<b>August</b>	9th	LGF
<b>September</b>	13th	Teleconference
<b>October</b>	1st	AGM?
<b>November</b>	8th	Teleconference
<b>December</b>	13th	LGF