

Board of Trustees Meeting
Teleconference on Tuesday 10th May 2016

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Peter welcomed everyone at 18.30		
Attendance	<p>Board Members: Peter Walter (PW) Chairman Matt Tennant (MT) Vice Chairman Daniel Burford (DB) Secretary Steven Allen (SA) Andrew Henshall (AH) Dave Lawrence (DL) Danny McKeown (DM)</p> <p>In attendance: Nas Khalid (NK)</p>		
Apologies	Alastair Warner (AW) Treasurer Will Forshaw (WF) <i>Co-Opted Board member</i> Craig Owen (CO) Simon Pearce (SP)		
Minutes from last meeting	<p>The draft minutes of the previous meeting of 12th April 2016 were approved.</p> <p>It was mentioned that the Board Meeting Schedule hadn't been completed but would be made available in the next few days.</p> <p>Other actions from the last meeting would be covered in the main 2 point for this meeting.</p>		
Website	<p>The board thanked Jeff Sneddon & Richard Reid for their help with the process of creating a new web spec. A draft document had been circulated that outlined the high level objectives, aim and design considerations as per Jeff and Richard's advice. A follow up spreadsheet was circulated that showed the next level of detail in which design specifics are cascaded from each higher level aim.</p> <p>It was asked if we could keep the numbering of these titles the same moving forward.</p> <p>It was explained that the spreadsheet is a working document and once we got sign off on this we could start drilling down and use the same numbering and there is no need to link back to basic word document that started the thought process, and we would be able to split up sections for people to look at.</p>		



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	<p>The board also commented on the importance of an 'overview read' so that it isn't letting the developers know what to do but what we want the website to do.</p> <p>It was commented that once we have agreed what we want the website to do we can make sure the developers stick to the specifications.</p> <p>The board also commented on the importance of document control and our referencing needs to be spot on.</p> <p>It was stressed that the spec shouldn't be written by a technical mind it should just be what we want.</p> <p>The board commented that it is clearly a lot of work but the responsibility of which needs to be spread and not all put on one person's shoulders.</p> <p>As some members of the board go through this process at work and he had seen many people fail in similar ways, they commented that they felt it was down to a lot of big companies not defining what they want.</p> <p>It was hoped that a fresh pair of eyes would help find the solutions.</p> <p>The board also mentioned that in talking to Richard and Jeff they had seen the pitfalls companies fall into and valued their contribution.</p> <p>It was asked of the board that the high level aims get approved quickly and that anything that then falls outside of this be put to one side or left for next time.</p> <p>It was commented that the high-level spec doesn't have any of the detail and the mid-level info would be the key area. The board seconded this.</p> <p>The board was asked if anyone was interested in investing some time in a weekend get together to share some ideas to contact the chairman and that they would be looking for 6 or so board and other interested parties.</p> <p>The board thanked those involved with getting the ball rolling.</p> <p>Once again Richard Reed and Jeff Sneddon were thanked for their input.</p>		



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Funding	<p>The board was updated on a funding database that is now being used to search and populate a small spreadsheet of appropriate funding options that can be looked at. A small funding group had a teleconference to start matching up funding options with our aims and objectives and currently have a shortlist of about 10 (£5k-£150K) It was mentioned that it was very unlikely we would get one big bid and that the group had spoken about splitting bids and investing in what OutdoorLads already have set up if the funding application allowed and redeploying this funding elsewhere ie labour costs.</p> <p>The second area was corporate funding, we would be looking at corporate funding options over the next few weeks and the board had put together a pdf document that could be presented to corporates to find out a bit more about who OutdoorLads are and what we do.</p> <p>It was stressed to the board that they need to get an idea of funding quickly so that they can make a move.</p> <p>The board had also been in touch with someone who works with Sainsbury Trust.</p> <p>The board was informed that 10 or so funding options that have been shortlisted from the main ones were the best as the board had been in detail through 80 or so originally shortlisted.</p> <p>The board was also reminded that going forward we needed to be aware of our tolerance level of dipping into our pocket and having to pay.</p> <p>The board advised that they would split the shortlist into 2 for each team and will look at developing a similar pdf for trusts.</p> <p>It was commented that it was Ok for people to have initial conversations with company members but to let the funding group deal with the specifics so there was a clear communication and discussion and more information could be provided correctly.</p> <p>It was also suggested that there was the option to do a twitter post along the lines of “does your company offer sponsorship or looking to expand its diversity work?” and to have the pdf to then send out with contact details.</p>		



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	<p>It was agreed that in the next week the funding group would start doing actual applications.</p>		
A.O.B	<p><u>Office Board Report</u></p> <p>It was commented that it was great to see the breakdown of events by region.</p> <p>The board gave Thanks to NK and SP for their work in growing the membership and keeping things working so smoothly.</p> <p>Overall the board gave a big well done for bums in beds, Direct Debit Membership growth, and the fact that Big Spring Camp was at 430 already with a few weeks to go which was the highest number we have ever had, and felt that it was a really useful document.</p> <p>The board spoke about women on events and mentioned that a conversation had been had with the women who has booked on an OutdoorLads event.</p> <p>It was mentioned to the board that it was important that our aims meet the charitable aims we set out to deliver.</p> <p>The board was also advised about the transition to the cloud server and thanked members if the board for testing and the next task was now explained as being the migration and would result in a day's down time of the website to back up and copy across, the earliest this could be done is 12/05/2016 and that Steamhaus had time to do it next week w/c 16/06/2016.</p> <p>The board asked to check that it would be a during a working day of 9-5.</p> <p>It was confirmed and the board was advised that most people are in work and just need to pick a day when the office staff are going to be disturbed the least.</p> <p>Members of the board commented that it should be done after Spring Camp so as not to interfere with booking etc and others suggested it be done as soon as possible and got out the way this Thursday 12th May</p> <p>The board suggested that for those that it would involve were to agree a date as it's 3 weeks to BSC and really want to wait 3 weeks to do it but don't want</p>		



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	<p>to do it in the week running up to BSC so sooner may be better.</p> <p>It was also noted that our finances for last year could be documented once back from auditors and published before AGM.</p> <p>Currently down as a face to face meeting next month and this would be finalised in the next few days.</p> <p>It was also requested that it not be left too late as train prices go up considerably.</p>		
Meeting closed	<p>The meeting closed at 19:30</p> <p>Next meeting on Tuesday 16th June 2016 at 18:30 at LGF (to be confirmed in the next week).</p>		

Dates of future Board Meetings

June	16th	LGF
July	12th	Teleconference
August	9th	LGF
September	13th	Teleconference
October	1st	AGM
November	8th	Teleconference
December	13th	LGF