



Board of Trustees Meeting
Teleconference on Tuesday 16th June 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 Alastair Warner (AW) Treasurer Steven Allen (SA) Andrew Henshall (AH) Dave Lawrence (DL) Danny McKeown (DM) Craig Owen (CO)</p> <p>In attendance: Nas Khalid (NK) Simon Pearce (SP)</p>		
Apologies	Will Forshaw (WF) <i>Co-Opted Board member</i>		
Minutes from last meeting	<p>The draft minutes of the previous meeting of 12th April 2016 were approved with 1 small typo error at the bottom of Page 3, amendment made and updated 16/06/2016</p> <p>It was mentioned that the Board Meeting Schedule hadn't been completed but would be made available in the next couple of weeks.</p> <p>Other actions from the last meeting were the Website and Funding;</p> <p>Website;-</p> <p>The board was updated that a meeting had been arranged for Sat 9th June 2016 to spend a day looking in detail at the website specification and it was noted that it had been difficult to find a day to accommodate everyone who had expressed an interest, and stressed the importance in keeping this moving forward.</p> <p>Funding;-</p> <p>The board was updated that this had slowed slightly over the last couple of weeks as so many involved had a lot on, 1 application had gone off and this completed application form would help set the detail and structure for future applications.</p>		



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	<p>It was commented that of the original 80 that had been looked into about 12 had been shortlisted and these had now been shared out amongst the Funding group and we would update the board on these as the applications progress, it was noted that we would hopefully have 1 more application in next week and a second the week after.</p>		
Office Board Update	<p>The board commented on the increase in member numbers and also wanted to highlight the number of concession members at 80, and also the healthy number of members who were paying by direct debit.</p> <p>One comment was just made about the lack of red flagged events coming up in June and July and some clarification was just sort on the fact that 2 events were currently looking low but were not flagged up and was that because they were camps?</p> <p>It was clarified this as they were camping events and didn't provide a financial risk to the organisation.</p> <p>The board was also informed that 2 events were cancelled in the last week 1 camping event and 1 hostel event due to poor take up, even after pushing these events.</p> <p>A question was asked about planning for Easter 2017 to minimise any losses or under booking as happened this year.</p> <p>It was explained that we had booked 1 fewer hostel for 2017 compared to this year and our number of members was also increasing, and that a number of Scotland hostels were coming in very expensive.</p> <p>It was asked if this pricing was causing us to book less hostels?</p> <p>It was explained that we had no plans to book any fewer hostels next year and if anything, there should be more, just wanted to note that some had been ridiculously expensive coming in at £100+/weekend/person, and it was also noted that we may need to revisit the pricing structure of camping weekends to make these more appealing.</p> <p>The board was advised that we may not have to rip out our margins but might just need to negotiate harder on the price for bookings and make sites aware that they are only having to deal with 1 booking, 1</p>		



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	<p>admin charge and 1 card booking fee etc to get the best deal.</p> <p>It was also suggested that Bunk houses might be a happy medium and would encourage more of these events as they seem to have a healthy take up.</p> <p>It was also suggested that we may just need be more flexible and look at other options outside of the YHA for example the national trust or independents.</p>		
BIG Spring Camp	<p>Thanks was given to all the team at BIG Spring Camp and it was noted that the P&L for the event had shown a healthy profit.</p> <p>There was also a comment on the high number of what seemed like no shows and even though the registration desk was open until midnight people from London particularly were turning up much later through the night and some even turning up on Saturday night so was difficult to register over the weekend without a designated person/system always available.</p> <p>The board commented on the high number of new members who had come along to BIG Spring Camp for the first time and that there may also have been a large number of new people who may have booked and not turned up at the last minute.</p> <p>It was asked about whether there was the potential to have the site available the day before for camping so that those who are travelling from afar may prefer to arrive the day before and beat the Bank Holiday traffic over the Friday, was mentioned that there may be additional costs for having the site available to members for this day.</p> <p>The board was also advised about putting a survey together to contact those who hadn't registered and get clarification if they had indeed turned up on site and when and if they hadn't attended what had stopped them, so that we would have a better idea of how to support these people in future events.</p> <p>It was also commented that the marketing had been much better this year than in previous years and some may have booked due to this good marketing and then decided it wasn't for them closer to the time.</p>		



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	<p>A suggestion was offered regarding having the registration option at the bar and having any of the BIG events team able to sign members in.</p>		
A.O.B	<p>A discussion point was brought up about the budget and it was commented that figures were now in for BSC and a more updated figure on membership was also available.</p> <p>A revised forecast would show a profit of roughly £30k.</p> <p>The board was advised that the budget is a more realistic figure for 2016-2017.</p> <p>The board was advised that they can put in a YTD from sage and if they are 6 months in and not at 50% they can compare but they had to note that some figures are skewed slightly due to Big events falling in the first half of the financial year for example.</p> <p>The board asked if they would be able to see a monthly report?</p> <p>It was noted that they would be able to update this monthly but will need to know if any significant changes in event booking or membership take place but these should be raised anyway at the board.</p> <p>The board asked for a monthly statement to be put together and at the next board meeting to look at how we invest for the future and look at our attitude to risk.</p> <p>A discussion point was also brought up about the situation with lack of Co-ordinator in the South East region and it becoming too big a task. It was suggested that the region was too big a region for 1 person to oversee, and the answer was not necessarily to break it into smaller geographical regions but certainly need to look at the overall co-ordination of the region and the lack of any succession in place and that this may end up becoming a reoccurring problem due to the size of the issue.</p> <p>The board felt that it was important for someone to have an overall view but that it was difficult for a Leader in Brighton to manage walks taking place in Norfolk or Oxford for example. A suggestion was made about the size of the area and the need for local knowledge split; geographically North of the Thames,</p>		



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	<p>South of the Thames and the Far East and Far West for example.</p> <p>It was noted that this was more of a FYI and wanted to note that they may need some board support with this and wanted to check that everyone was happy with this being looked at and treated with a slightly different approach for the South East because it is needed.</p> <p>This was agreed.</p>		
Meeting closed	<p>The meeting closed at 19:30</p> <p>Next meeting on Tuesday 12th July 2016 at 18:30 at LGF if anything changes board would be notified A.S.A.P.</p>		

Dates of future Board Meetings

July	12th	LGF
August	9th	TBC
September	13th	TBC
October	1st	TBC
November	8th	TBC
December	13th	TBC