Board of Trustees Meeting
Face to Face meeting on Tuesday 12th July 2016

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Peter welcomed everyone at 18.45		
Attendance	**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) **In attendance:** Simon Pearce (SP) Nas Khalid (NK)		
Apologies	Will Forshaw (WF) *Co-Opted Board member*		
Office Board Update	The board offered a real positive note on the achievements of the last 12 months, and felt it was clearly evident the amount of change that had taken place. A request was made for an overall P&L for BIG Spring Camp. It was also commented that they were now at the position, basically where they wanted to be 2 years ago and that there was a high number of trial members at 200+ a month and that this is where they should focus growth and convert these into paying members. It was also commented that they need to be ready to manage these extra people beyond our 'organic' growth. And it was noted that it was nice that all regions were growing. It was also asked if we are increasing in relationship to the number of events, are we still limited by number of leaders? It was explained that we were increasing the number of events but also didn't want to lose out on events with little take up.		

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Website Performance	The board was reminded that a paper had gone out explaining the situation regarding website performance and that some members of the board were having a meeting with the company Steamhaus tomorrow 13th July 2017. The board was asked about the data leak and whether that was a new issue. It was explained that board would be getting a clearer explanation of what could be done to deal with the memory leak and the additional capacity as this was something that was made clear was not something we could afford to pay for. It was explained to the board that we were currently working on a single instance situation so if it was too much for the server it would shut the website down. It was discussed that the board would rather we have a fast website 90% of the time than a very slow one 99% of the time. A clarification on the SLA was also asked for. It was explained to the board that the agreement is to be working on it within 15 minutes, and whenever a call had been made to Steamhaus recently they were already aware of the issue and could let us know what the problem was and what they could do. It was noted that this service is however costing us £250. The board was advised that this was not a reactive service alone and they would be looking at how things are functioning at other times as well.		
Website 3.0	Thanks were given to the team who got together last week to discuss the development of the requirements of the website. It was also explained that we would be using the term Request for Proposal (RFP) instead of spec. The team with some additional support had a good look at the high level business requirements ie The website should • allow members to join up • allow us to create lots of events		

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	and stated that this high level list was a suitable level for us to approach companies to make a bid. It also discussed the reality that this is a really big project and that they should factor in long term version releases. RFP – 1-2 months Then once the development work is underway with a company it may be that versions or add-ons are staggered by a few months. The board suggested that they can't simply spend 120k on a new website, we can feasibly access £50k by April 2017 and still have a reserve of £70k The board noted that they had £20k from previous financial years and would hopefully be looking at an additional £30k between now and next April. It was suggested to the board that it would be ideal to have the code all written up and planned so that it can be easily added to in the future and that the add on modules would be non-functional. The board was asked about how much it would cost to add on and for the upkeep of the site. It was explained to the board that in the plan there are a number of modules which will be to add on periodically. A suggestion was made that the board make sure they get it built to a certain level and then they could pay for the further development time and upkeep. It was also suggested that this is something that could then be dependent on how the finances play out and therefore add the additional stages as and when finance was available. The board suggested that if they are looking at a project over 2 years for example they should be able to plan for that, and manage the communication with members and leaders about this. It was also suggested to the board that they should be stating transparently that Leader database renewal would not be till release version 4 so please be patient for example.		

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	A suggestion was made to the board about producing a roadmap with the explanation of stages as one of the big things to come out of the current website was a lack of communication from the board. The board was advised that a big part of it would be about reformatting the foundation of the website. It was seconded that the underlying system needs the work, the look and feel will originally look the same the framework needs changing. It was mentioned that having a roadmap explaining what we are trying to achieve and how much it costs and allowing the members to see might be useful. It was also suggested to the board that they were not talking about anything that they didn't do last time but they still ended up with a website which didn't work and wasn't on time. The board was also advised about the need to look at planning a website for the next 6 years that they could easily update the skin of in 3 years' time or as and when needed. The board thanked those who had been part of the support over the weekend. A note was also added about 'Stagegating' and not continuing with a project unless the developers were able to sort certain things out at that stage.		
Funding	The board was updated that we had 5 bids submitted, with 4 no's and one which was still in play. It was suggested that if we were to get a good agency who were at the lower end who might be able to deliver this for possibly around (£95-110k) and that it may be a case that in the short term we look at how much basic restructuring can be done for £50-60k and then go back with developments and this would determine our timeline. It was also suggested to the board that they can still look at sponsorship options and look at offsetting grants for other costs such as labour. It was also stressed to the board that every request for funding needs to be tailored and is time consuming.		

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	A suggestion was also made to the board that they should be clear when applying that it is not a standard website with just information but a e-com /database/portal and not calling it just a website may make it more appealing to certain funders. It was also noted that with regards to sponsorship- the board needed to be careful when tying in with a brand for a set period and would need to look at what is the risk that this association could become toxic and vice versa. The board was advised that we would continue to apply for grants as new ones are always coming up. The board asked for the 4 that were not successful did they know why? It was noted that the board didn't really get feedback; 1 was giving £5k of its time in IT services but then you were tied into their work after that.		
Investment	The board asked what the recommendation on the basis of the paper that had been put together were. The board was advised that with regards to investments it wasn't the right time. With CAF Bank every option given by them delivered a negative outcome in 2015 and it was potentially a very unpredictable time. A suggestion was also made about moving £70k from the co-op account to somewhere away from a current account for safety. CAF offer 0.8% interest on a savings account which would be £400 on £50k of savings but there was also a cost for this service. Investment in property was a more long-term plan but they also need to have that cash available, something like a 90 days saving plan could be manageable, and the property would also need money ploughing in overtime and could prove costly. In many cases with 90 days' notice saving plans you can get access before 90 days but you lose the interest.		

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	The board thanked for the time taken to look into this and put a paper together, and asked if all were in agreement that we were not going to be investing funds. All agreed. A point was also made about Funding Circles where there is a risk but much more controlled. It was also raised that the board would need to be looking at the ethics of funding and who we may be funding with.		
Finance	Profit for this year is forecasted at being £30k Figures for the first financial quarter pulled from sage would indicate (April-June) Overheads for the year would have an outgoing of approx. £99k and we are currently at £23k We are predicted to have income of £66k from membership and we are currently on £14k But we have an overall loss for the period of £10k due to the offset of bookings for BIG Spring Camp which were generally before April and the majority of the costs were during this quarter. The board requested we make a manual adjustment for BIG Spring Camp but that it was just a broadly accurate adjustment, and would like to ask each quarter if we are on target for £30k profit at the end of the year or not at this stage. The board asked that the reporting remain quarterly and that the basic report was made available beforehand. To summarise the board noted that they were on target, and they only need to get the number of annual events for the last financial year to complete the annual report.		
AOB	Watersport Activities Unled A point was brought up to the board about concerns of leaders wanting to run an unmanaged 3rd party activity and the concerns around this especially when it is a water sport.		

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	It was stated to the board that we do not have a Water Sports Leader evaluation currently and we need to be happy that we have a guideline. It was asked of the board whether training the leader on this occasion could be looked at. It was stated that as it was being run independently the operator would have its own risk assessment in place to allow people to do the activity unassisted. The board was advised that the contract of obligation would be with the operator as the people would be signing a declaration with them directly. It was seconded that the Liability would sit with the operator. It was suggested by the board that we do a risk assessment on the supplier on this occasion. The board was asked how many events this affected? The answer was 2, first one is nearly full with 16 members on it, and it was suggested that they would usually work on a 1:8 leader ratio for led water sports. It was stated by the board that the exiting supplier of the activity should have a risk assessment in place for 100's of people to go down that stretch of river unassisted each year. The Leader needs to be managed on this occasion but respect him for living up to the values of being adventurous in what we deliver. Short term the board asked to look into the Public Liability and Risk Assessment of the Supplier. Celebration Weekend; The board was informed there were 73 members down for the Celebration Dinner with 3 months to go. It was asked that it still be pushed within circle of friends. The board also asked that a reminder note be added on the expenses sent out to hostel leaders to remind them to mention the celebration weekend in their briefings.		

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	The board also requested that they look at some more sponsorship options and email the board and coordinators a request for contacts of prizes. Meeting ended at 21:45 **Next meeting on Tuesday 9th August 2016 at 18:30 and will be a teleconference meeting.**		

Dates of future Board Meetings

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