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| **MINUTES OF BOARD MEETING** |  |

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| **Meeting Title** | **OutdoorLads Board Meeting** |
| **Location** | **Online** |
| **Date and Time** | **Wednesday 18th December 2024 at 7.30pm** |

**Attendees**

‘A’ denotes abscence

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|  | Rob Mitchell (chair) |
|  | Joe Bailey (vice-chair) |
|  | Stuart Innes (treasurer) |
|  | Dan Blackwell |
|  | Gavin Blackman |
|  | Will Allaway |
|  | Liam Russell (staff and secretary) |
|  | Dan Byrnes (staff) |
|  | Yvonne Goldsmith-Rybka (staff) |
| **A** | Richard Overton – Marketing and Communications Committee chair |

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| **68/24** | **Welcome & Apologies for Absence**  RM opened the meeting and welcomed everyone to the delayed (from November) pre-Christmas board meeting. There was an apology for attendance from Rich Overton, which was accepted. |  |
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| **69/24** | **Declaration of Conflict of Interest**  There were no declarations of interest for items on the agenda. |  |
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| **70/24** | **Approval of Minutes of last Board Meeting**  There were no matters arising on the minutes. Minutes were approved for publication on website. |  |
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| **71/24** | **Reports from Committees**   * **Marketing & Communications**   Should have been Rich Overton presenting so JB covered: to summarise lots going on behind the scenes with website review well underway with the entry pages being trimmed down and the use of google analytics. Currently there are only 6 leaders regularly using the MARVIN bot on Telegram. Hence we can discuss at the Away Weekend about its continued usage or engagement. Joe Nellist is looking at social media calendars to work alongside Dan in the office.   * **Delivery**   Will and the committee have found the development of cultural & heritage events, and more running events, are proving popular. There has also been a push in summer watersports in Birmingham & Bristol, to be looked at again moving into 2025. They are working on getting more events on the system for the January 2025 ‘Get Social this January’ event for current and prospective members.  They have also started looking at the ‘Get Out More’ weekend in April and increasing the number of indoor climbing events in a lead up to BIG Spring Climb.  He said the number of members on the committee is now down to 5 so need to do a recruitment push in New Year, and maybe get the members and board more involved.   * **Re-launch of People Committee/ Recruitment** |  |
|  | Need to speak with Lewis Garth & Tim Lawes (the only two remaining members on the sub committee) re recruitment of new Chair after Steven Clifford stepped down, and recruitment in general – to be discussed at the Kettlewell away weekend. |  |
| **72/24** | **Board Report**  Liam talked through numbers – bums in beds pretty good and most events are selling well. All Christmas events sold with pretty much 100% full on MPES. There were a couple not so well attended in the year though (Three Nights Luxury & Cornwall Camping in particular) worth noting.  Andy & Danny are stepping away from the ODL bar after several years – their input is greatly appreciated. Moving forward trustees agreed to reduce the number of products stocked and review prices.  DBS checks are all up to date.  Multi-factor authentication has now been installed on the website (for free! This is for staff only, as they have the highest level of access.)  Photos will soon be stored on AS3 to save on hosting fees.  We need to speak with Beever & Struthers (accountants) re employing someone on a zero hours contract to maintain the unit – although volunteers have done a great job re-organising the unit over the last few weeks.  Both Halloween and Christmas events have been a success this year.  Next year we are exploring moving Spring Camp to a new venue, and possibly have a year off BIG Summer Camp to refresh the events diary moving forward. |  |
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| **73/24** | **Finance Update**  Treasurer Stuart met with staff LR & YGR in October to go over our financial position. Despite the P&L currently showing a small loss, he has no major concerns as there are always fluctuations across the year and after December and January the figures will go back up to show a profit by the end of the financial year. |  |
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| **74/24** | **AGM 2025 Location**  Last year we were only just quorate with many members turning up mainly for the social. It was decided it may be worth looking at the AGM formal governance being scheduled on a weekday evening online to increase attendance, with a more social awards led event at the weekend. Location TBC – DB to email newsletter out with a link to a survey re format moving forward. |  |
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| **75/24** | **OutdoorLads Shop – New Supplier**  It has been agreed to move away from current supplier Speadshirt due to increasing mark ups – prices are very expensive now, and better value can be obtained elsewhere.  Discussions have been held with two potential new suppliers. Trustees discussed the merits of each, noting that prices were similar but that one supplier had provided more information on a wider product range and had offered to freeze prices for an initial period. They were also extremely enthusiastic about OutdoorLads and had some interesting design ideas for new products for members.  Following discussion, trustees agreed to proceed with Expert Workwear as the new supplier. Office to follow this up with them and to commence getting a new shop live. | **LR**  **DB** |
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| **76/24** | **Policies**  JB looked at the Charity Commissions templates and found a few elements missing on some of our policies as they had not been updated in a few years. Using the templates the updates have been made and were put forward for approval at this board meeting:  Complaints Policy – Approved (with agreement that anonymous complaints need to provide evidence or they could become personal/malicious)  Anti-Bribery Policy – Approved  Reserves Policy – Approved  Procurement Policy – Approved  Equality, Diversity & Inclusion Policy – it was agreed that Stu Innes would lead a review of this.  Refund Policy - Approved | **SI** |
| **77/24** | **Leaders Weekends in Feb and March/ Kettlewell Away Weekend**  Leaders weekends are proving popular in both the North & South, and we are working with the Regional Co-Ordinators on what will be the focus in each area.  Dan Blackwell has provided data for Kettlewell that will help with discussion on data analysis, events, & waiting lists, |  |
| 78/24 | Website Update/ Cookiebot Proposal  Liam had submitted a paper on the use of a CookieBot proposal to ensure the website if fully compliant in terms of cookies – currently people are not asked about their cookie preferences.  A quote for this work from current website provider Adaptive was provided. Trustees felt this was a lot of money and wanted to ensure we were obtaining best value. Joe Bailey is to do some research into alternatives. Liam is to ask Adaptive if their quote can be made more competitive, and in particular the level of service may not be requited – it could maybe be scoped back to allow for a lower price? | **LR**  **JB** |
| **79/24** | **How is it going for new trustees?** |  |
|  | RM just wanted to check in with new Trustees Stuart, Will & Gavin to get any feedback. All are happy enough, yet feel they want to work more closely with the Board. RM suggested more informal catch ups aside from the Board Meetings, and these were agreed to, and wll take place monthly going forwards. |  |
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| **80/24** | **Any Other Business**  There was none. |  |
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|  | **The Meeting closed at 9.30pm after confirmation of Board Meeting Dates as below:**   * Sunday 12th January 2025, face to face, Kettlewell (after away weekend) * Tuesday 8th April, 7:30pm, online * Saturday 7th June, face to face, Sheffield * Tuesday 5th August, 7:30pm, online * AGM – Saturday 20th September, face to face and online (venue TBC) – subject to change * Monday 3rd November, 7.30pm, online |  |