

Board of Trustees Meeting
Thursday 3 April 2014

Agenda Item	Discussion	Action to be taken	Date by
Welcome	18:40		
Attendance	Steven Allan (SA) Andrew Birchall (AB) Daniel Burford (DB) [Secretary] Stephen Bush (SB) [Treasurer] Chris Knight (CK) [Office Manager] Dave Lawrence (DL) [Chairman] Patrick Marmion (PM) [from 19:25 – due traffic] John Stewart (JS) Matthew Tennant (MT) Peter Walter (PW) [Vice Chairman]		
Apologies	Matthew Cooper (MC) Will Forshaw (WF)		
Minutes from last meeting	n/a		
Matters arising	<p><u>Minutes</u> The Board were advised these are now on the website. It was agreed to include them in the newsletter. It was also agreed to add some wording that could accompany the minutes page on the website.</p> <p><u>Complaints Form</u> The Board were advised this had now been sent out and was ready to publish on the website.</p> <p><u>KPIs</u> The Board were advised this was ongoing to arrange feedback. It was noted this should be resolved asap.</p> <p><u>Auditor Costs</u> The Board were advised that the issue in cost difference had arisen due to a difference in the scheduling of payments year on year.</p> <p><u>Website</u> The Board were advised that the Coordinators had been sent a note with feedback on the website.</p> <p><u>Unit</u> The Board were advised that the contract for the unit has been amended to allow us to sign for a year, but walk out early should we find alternative premises in the light of the landlord being in the process of selling the industrial estate to a property developer. It was agreed to sign this contract. It was discussed that the Board should be able to provide a variety of options on new premises before the AGM in September.</p> <p><u>Expenses (Year End)</u> The Board were advised that all Event Leaders who ran events in 2013-14, but hadn't yet claimed expenses had been emailed.</p> <p><u>Big Spring Camp Cancellation Insurance</u> The Board were advised that a quote had been received from our current insurance broker. They have sent back some questions and want confirmation on a number of figures, but the Board were advised that this could be in place for this year's event. There was a discussion regarding ways to possibly lower the premium.</p>		

	<p><u>Bank</u> The Board were advised that account options are still being looked into. It was noted that all Trustee details need to be ensured to be up to date with all the banks OutdoorLads holds accounts with.</p> <p><u>Website</u> The Board were advised a conversation had been had with the CEO of the web developers.</p> <p><u>Training</u> The Board were advised refresher training is still being considered.</p> <p><u>3More</u> The Board were advised the presentation was emailed out.</p>		
North Christmas Update	<p>There was a discussion around the outcome of the meeting held with the North Coordinators with regard to them assisting in various aspects of the North Christmas event.</p> <p>19:25 – PM arrived</p>		
Finance Update	<p>The Board were advised that events income is up year on year. It was also highlighted that the organisation is also significantly up on events revenue. It was noted that this is due to more members, more events and better occupancy.</p> <p>There was a discussion around the format in which the management accounts are presented.</p> <p>It was noted that the accounts show the Santander money is being apportioned out, so that not all of the revenue is apportioned to a single financial year, so it doesn't distort the overall profit of the organisation.</p> <p>There was a discussion around residual Google Checkout fees.</p> <p>The Board were advised that the organisation now has 1015 paid members. It was agreed to do a newsletter article on surpassing 1000 paid members.</p>		
Future Staffing Update	<p>There was a discussion around the apprentice role.</p>		
Website Update	<p>The Board were advised that the web developers had advised that they had needed 7 days to complete various works before the March board meeting. This date had been pushed back again, but the Board were advised there remained only a few items on the snagging list.</p> <p>The Board were advised that the process was only days away from completion aside from a few details in the Finance section and could then move to the next stage of testing.</p> <p>There followed a debate about how the specification is being delivered regarding Finance.</p> <p>The Board were advised that a meeting was being held with the web developers on 04APR14 to go through the last snagging list.</p>		
Committee Meeting Day	<p>It was agreed to change to the first Tuesday of every month.</p>		
Disciplinarys	<p>None</p>		

AOB	<p><u>3More</u> There was a discussion on where each of the subgroups were up to with regard to initial stages of the 3More Strategy.</p> <p>The Board were advised that the first stage of this will be to survey existing leaders in the next week or so.</p> <p><u>5 Year Plan</u> The Board were advised that this would be considered at the next meeting.</p>		
Meeting closed	<p>20:40</p> <p>There then followed a discussion regarding future staffing strategy for which CK was not present.</p> <p>Next meeting Tuesday 6 May 2014</p>		