

Board of Trustees Meeting

Thursday 08 May 2014

Agenda Item	Discussion	Action to be taken	Date by
Welcome	18:35		
Attendance	Steven Allan (SA) Andrew Birchall (AB) Daniel Burford (DB) [Secretary] Stephen Bush (SB) [Treasurer] Matthew Cooper (MC) Will Forshaw (WF) Dave Lawrence (DL) [Chairman] Patrick Marmion (PM) John Stewart (JS) Matthew Tennant (MT) Peter Walter (PW) [Vice Chairman]		
Apologies	Chris Knight (CK) [Office Manager]		
Minute of 03/04/14	Approved		
Matters Arising	<u>Minutes</u> Notification of publication of minutes. <u>Complaints</u> Complaints form to be published. <u>KPIs</u> KPIs – agreed to current KPIs and to review in 6 months. <u>Unit</u> New lease to be signed on the unit. New premises to be looked into. <u>Big Spring Camp</u> Cancellation Insurance for Big Spring Camp to be progressed. Awaiting contract from rugby club for a final quote. <u>Bank</u> Bank Accounts – Still looking into options. <u>Trustees</u> Update all Trustee details for all accounts – Trustee data now collected.		

	<p><u>Accounts</u> Changes to presentation of management accounts still ongoing.</p> <p>Google checkout discrepancy still ongoing.</p> <p>Newsletter article on member growth still ongoing.</p> <p>Board meetings to change to Tuesdays from August 2014.</p> <p>E-mail to Leaders in advance of survey has been sent.</p> <p>To consider 5 year plan at next meeting.</p>		
Finance	<p>Unable to access data due to remote desktop being down.</p> <p>May be an issue with VAT return being late due to the above.</p>		
Website	<p>Things are progressing reasonably. The web developers claim snagging sheet has all been done. Will find out any issues when testing.</p> <p>Event and member data has been test migrated.</p> <p>Accounting data has now been test migrated.</p> <p>The site will be migrated back to the OutdoorLads server next week and testing can begin shortly afterwards.</p>		
3More Direct Debit	<p><u>Direct Debit Scheme</u> Paper presented with a number of proposals to change the current Direct Debit scheme.</p> <p>There followed some discussion around when each part of the scheme would begin. It was discussed that an annual increase in membership fee was agreed following the 2013 AGM.</p>		

	<p>The Board Agreed to:</p> <p>Cease the current 'fixed for life' DD offer. This will not affect those already paying by DD</p> <p>Offer a £15 Cotswold Voucher to everyone who signs up to DD scheme at BSC</p> <p>Offer OutdoorLads vouchers to those who sign up to DD after BSC. Detail of the scheme to be worked out.</p> <p>There was a discussion around an annual inflationary increase in membership fees.</p>		
3More Staffing	<p>Job description to be drafted and salary band to be set.</p> <p>There was a discussion as to where the job would be advertised.</p>		
3More – Leaders	<p>Presentation summarising the results of the recent Leaders' survey was given and possible next steps were outlined.</p>	<p>survey results to be distributed to leaders and co-ordinators</p>	
Meeting closed	21:09		
Date of Next Meeting	Thursday 05 June 2014		