

Board of Trustees Meeting
Thursday 3 July 2014

Agenda Item	Discussion	Action to be taken	Date by
Welcome	18:45		
Attendance	Steven Allan (SA) Andrew Birchall (AB) Daniel Burford (DB) [Secretary] Will Forshaw (WF) Chris Knight (CK) [Office Manager] Dave Lawrence (DL) [Chairman] Peter Walter (PW) [Vice Chairman]		
Apologies	Stephen Bush (SB) [Treasurer] Matthew Cooper (MC) Patrick Marmion (PM) John Stewart (JS) Matthew Tennant (MT)		
Minutes from last meeting	All stated that they had received the minutes. It was discussed making the minutes a bit more descriptive as some members have asked if names can be mentioned with regards to various work streams. This was agreed.		
Matters arising	<p><u>Time to Change Contact</u> CK advised this had been passed to MT.</p> <p><u>RedPoint Climbing Wall</u> CK advised he was waiting to hear back.</p> <p><u>Coordinators Away Weekend Attendance</u> CK advised most responses were now in and most were attending.</p> <p><u>Complaints Form</u> DB advised this had been published on the website on the Event Resources page.</p> <p><u>3More Leadership Development</u> DL stated that MT had advised he still needed to arrange a meeting with CK.</p> <p><u>AGM activities</u> DL stated that MT had advised this was in hand in conjunction with JS.</p> <p><u>Direct Debit Fix Statements On Website</u> AB advised this had now been emailed to CK, PW & DB.</p> <p><u>Direct Debit Selling at Big Spring Camp</u> AB advised that although the form on the booklet was a good idea he would like to see volunteers assigned to this in future years.</p> <p><u>Safari Trip message to Leaders</u> PW advised this was due to go out asap.</p> <p><u>Southern Coordinators Assisting with BSuC</u> DL advised he had spoken to PW regarding this.</p> <p><u>Publication of accounts to members</u> DL advised he was waiting for the accounts to be received and audited.</p>		

	<p><u>Prides 2014</u> DL stated that PW had now spoken to CK and a plan had been set in motion.</p> <p><u>3More Formalisation</u> DL advised the documents had been emailed out to the Board.</p> <p><u>Board Meeting Restructure</u> DL advised he would be trying this out from the current meeting.</p>		
Finance Update	<p>The Treasurer was not present so CK gave a brief rundown.</p> <p>CK advised that the auditors had not collected the accounts from the last financial year. Process ongoing.</p> <p>SA advised that a new Sage support package has been negotiated guaranteeing technical support for the next 14 months .</p> <p>There was a discussion around financial investments..</p> <p>CK to chase book keepers for a date when the annual report for 2013-14 will be available.</p>		
Website Update	<p>DB confirmed that when the new website comes online, there will be a few days where no transactions will be able to take place on the existing site.</p> <p>It was agreed that PW, DB, CK & WF would meet to look at the communications of the go live and issues arising.</p>		
Big Summer Camp	<p>There was a discussion Around the activities at BSuC.</p> <p>There followed a discussion around the promotion of the event.</p>		
AGM	<p>There was a discussion around events planned for the AGM</p> <p>DL noted he had received a list of planned events for the AGM from JS.</p> <p>It was proposed to switch the formal business of the AGM to the start of the meeting. This was agreed.</p> <p>CK was asked to get an AGM event page online.</p>		
New member incentives	<p>It was agreed that Members signing up to the new DD scheme will still receive the £15 voucher.</p>		
North Coordinators' Replacements	<p>There was a discussion around the replacements of the north Coordinartors</p>		
Auditors	<p>There was a discussion around the audit.</p>		
AOB	<p><u>Coordinators away weekend</u> DL stated he has had some ideas for the weekend.</p> <p>PW stated the objectives could be achieved as a group or as mixed sessions .</p> <p><u>Myers Briggs Personality Tool</u> PW brought up Myers Briggs personality tool, which is used by big companies and aids working as a team. He thought this would be useful for the away weekend. All agreed that it was a good idea if it can be integrated into the weekend. PW will investigate.</p>		

	<p><u>Phone Server</u> DB stated that there is a current issue with the phone server not working correctly. DB to investigate.</p> <p><u>Recruitment</u> CK advised that Alex Moustakakis (AM) has been recruited for the role of Admin Assistant. He explained AM will start on the 14th July 2014. DL expressed his thanks.</p> <p><u>August Meeting</u> It was agreed that due to the Coordinators away weekend taking place on 15 August 2014 with the Board present that there would be no Board meeting on 5 August 2014 as usual.</p>		
Meeting closed	<p>21:20</p> <p>Next meeting 18:30 2 September 2014</p> <p>Please note that this was the last Thursday Board Meeting. There will be no Board meeting in August, and from September meetings will take place on the first Tuesday of the month.</p>		