

Board of Trustees Meeting

On Tuesday 13th October 2015

At the LGBT Foundation offices, 5 Richmond Street, Manchester

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Dave welcomed everyone at 18.30		
Attendance	<p>Board Members: Dave Lawrence (DL) Chairman Peter Walter (PW) Vice Chairman Matthew Tennant (MT) by teleconference (joined 19:15) Daniel Burford (DB) Secretary by teleconference (left 19:25) Steven Allen (SA) by teleconference (left 19:25) Craig Owen (CO) Danny McKeown (DM) Andy Henshall (AH) Alastair Warner (AW)</p> <p>In attendance: Will Forshaw (WF) <i>Co-Opted Trustee</i> Simon Pearce (SP)</p>		
Apologies	No apologies		
Minutes from last meeting	The draft minutes of the previous meeting of 11th August 2015 were approved.		
AGM Update	Survey feedback was received from 48 Members. Summary concluded we could have had more activities however was deemed a real success.		
Finance Update	<p>August and September management accounts had been circulated prior to the meeting. WF advised they didn't show anything positive but nothing negative either.</p> <p>Board agreed we need a monthly figure for website maintenance/enhancements up to £1500 to include hosting (approximately £600) leaving around £900.</p>		
Website Update	<p>Board were advised of ongoing issues.</p> <p>Board noted there are two ways you can unregister from an event – from the event page itself and from the dashboard.</p> <p>Speed issue – Access identified two or three key pages that are still slow; the dashboard, any event with child events and the calendar. Board advised they're not going to be able to do anything without rewriting large parts of the website. This issue has</p>		

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	<p>now been put on hold.</p> <p>A change has been made so that the dashboard is no longer the initial landing page on login. Other pages have speeded up even if it's not noticeable.</p>		
Non Member Event Leaders	<p>Board were made aware had been made aware of some climbing events and day walks being led by event leaders who are not paid Members.</p> <p>Board noted that £5700 a year is generated from Leaders' Membership.</p> <p>Board noted that everyone needs to be a member to lead events.</p>		
Leader Credits	<p>CO explained there was maybe a communication issue with leaders and coordinators not being aware that leading events no longer extends Membership.</p> <p>Board agreed that the value of the points going forward would be clarified, it was stated at the meeting that this was £1 per point and that we would circulate discussion about that and then confirm the process for leaders to call up and claim their points.</p>		
Board Elections	<p>There are four posts on the Board available and four Trustees standing. Each was voted in unanimously.</p> <p>Chair – PW Vice-chair – MT Secretary – DB Treasurer – AW</p>		
Disciplinaries	Confidential		
AOB	<p>Board agreed December Board should be moved to Thursday 3rd December.</p>		
AGM Feedback	<p>Board discussed could agree a date for the 2016 AGM be set so that attendees could plan travel and accommodation well in advance.</p>		
Coordinator Away Weekend Feedback	<p>CO fed back about the recent Coordinators weekend and the resulting 'Leominster Charter'.</p> <p>CO presented the training pipeline and advised it</p>		

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	<p>should be pushed to leaders. There was discussion about role profiles, office staff profiles, developing regions, developing support for leaders, leader mobility, developing events and membership locally, membership analysis and leader applications.</p>		
	<p>DL handed over to new chair PW and thanked everyone for their support over his two years in the post.</p> <p>PW thanked DL on everyone's behalf.</p>		
Meeting closed	<p>The meeting closed at 8.05pm</p> <p>Next teleconference on Tuesday 10th November 2015 at 6:30pm.</p>		