

MINUTES OF BOARD MEETING



Meeting Title OutdoorLads Board Meeting
Location: Online
Date and Time Monday 12th August 2024 8pm

Attendees

- RM** Rob Mitchell, chair
- JB** Joe Bailey, vice-chair
- JH** Jake Higgins, treasurer
- DB** Dan Blackwell, trustee
- LR** Liam Russell, secretary/ staff
- YGR** Yvonne Goldsmith-Rybka, staff

38/24 Welcome & Apologies for Absence

RM opened the meeting at 8pm online, apologies for absence were received from Dan Byrnes and David Norris.

39/24 Declarations of Interest

There were no declarations of interest for items on the agenda.

40/24 Approval Previous Minutes & Matters Arising

Minutes of the meeting held on Saturday, 8 June 2024 were reviewed. There were no amendments, and the June minutes were approved for publication.

41/24 Reports from Sub Committees

There were no specific reports from committees as all committees following recent changes, were waiting to discuss the project ideas from the annual members survey.

Marketing & Communications

Joe Bailey reported that the committee has met and made a start as a new entity. Various actions and schemes of work have been discussed and allocated to people, mainly coming from the results of the members survey.

Delivery Committee

The committee have produced handbooks for running and cultural and heritage and are to meet soon to discuss the member survey results and identify new projects for them to take forward.

From the data source on the website, they have developed some data reports on events and what is working well and the impact of cancellations, including on a regional basis.

People Committee

The committee has suffered from several resignations, including the chair, all for personal reasons. They intend to regroup and there will need to be additional recruitment to sustain this committee.

Trustees discussed the proposal to recruit a member of staff as a quartermaster to help with the upkeep of the unit and equipment. This would be a paid position for a few hours per month on average, but there would naturally be peaks and troughs in that to reflect BIG events. Liam is to draw up a job specification and advert for approval.

LR

42/24 Committee Action planning including Actions from Member Survey

Rob referred to the list of actions from the members survey, of which most but not all have been allocated to committees or others.

There will be an item at the AGM reporting back on actions taken so far on the results and the actions taken so far towards them, to show members that they are being listened to.

43/24 Office Report

The office report had been circulated in advance.

Liam reported that so far 160 (out of 200 places) are booked onto BIG Summer Camp – a bit disappointing that it is not yet full. Thinks the venue is very good but that the location is not perfect, and it may be getting a bit tired holding the event at the same place every year. One suggestion is to have a break for a year and hold another BIG Peaky Weekender-style event down south over the bank holiday weekend instead. Alternatively, find a new location down south as all other BIG events are based in the Midlands or North.

Events with a bar are very dependant on two key members – there is a need to recruit (at least) two bar volunteers to cover some of the events to take the pressure off and mitigate risks.

The leaders away weekend booked is booked for March 2025 to support leaders, to motivate, and to share skills.

Adaptive have given us quotes to provide data reports. The quote for £4050 was **approved**. A further quote for multi-factor authentication has also been received, but trustees felt it appeared expensive for what was required. Liam was asked to discuss with Adaptive and explore other options to achieve the same aims at lower cost. **LR**

44/24 Finance

The finance report had been circulated in advance. Jake commented on the report. Revenue this year is up on last year with similar costs. We currently have a surplus amount outperforming previous years. It is probable that the plan for the surplus may be a question at the AGM. The answer is that we are investing in leader development, including the leaders' weekends and training. The Foundation is currently under utilised – the marketing & comms subcommittee could focus on this?

45/24 Annual Accounts

Liam reported that he is still waiting on first draft but has made clear that this is needed to provide on the website well in advance of the AGM. Initial indications are that the accounts are positive overall. Liam reported that the accounts have created a lot of additional work this year, with many additional queries from the auditors. However satisfactory answers to the questions have been able to be provided.

46/24 Insurance Update

Liam confirmed that the insurance renewal is due on 9 September with AIM, with whom we have been insured for the last 4 years. They have been very good to work with and have a good understanding of the organisation. A new proposal form is to be completed this year to capture any changes. Liam is to obtain the renewal quote and confirm with trustees before proceeding. **LR**

Trustee liability and cyber insurance are due later in September and October respectively and Liam will obtain quotes and proceed as appropriate - these insurances are far lesser in value.

47/24 Policies

David Norris was not in attendance. As safeguarding trustee, he was to have updated on safeguarding policy. We do have the template and so will update accordingly. **LR**

Joe Bailey confirmed that refund policy has been reviewed. It was felt to be reasonable and won't be substantially changed following a recent complaint, unless exceptional circumstances apply. The policy has been updated and was now **approved** by trustees.

A DBS check policy has been drawn up and was **approved**.

48/24	Update on DBS checks for Trustees & Staff	Most DBS checks have been received except for Jake Higgins, who will undertake to provide this.	JH
49/24	Articles of Association Review	David Norris was not in attendance and so no update was available on this. Liam said he was concerned about time scales for the AGM if this needs a full review. It was agreed that Liam would tidy up and submit proposals around trustee recruitment to be in line with the agreed current practice. This was the key issue to be reviewed in any case. Rob will contact David Norris to clarify the position he had reached on this.	LR RM
50/24	Risk Assessment Update	There is further work to complete on these ready for full review at the November board meeting. Dan Blackwell is to review the cycling risk assessments.	DB
51/24	Trustee Recruitment	Trustees approved the post titles and descriptions and so four positions are to be advertised ready for election at the AGM – treasurer, trustee for volunteers and leaders, trustee for members and staff, and representative member.	LR
52/24	OutdoorLads AGM Planning & Awards	It was agreed that Dan Byrnes & LR are to complete shortlisting for the OutdoorLads awards at the AGM. Members have nominated individuals in the annual member surveys. They were asked to ensure a spread of event types and regions. The awards should inspire current leaders and encourage others to be leaders in the future. Numbers are slightly down for those booked onto the AGM and will be pushed on social channels. We need at least 100 attendees for the meeting to be quorate. Trustees are to circulate to friends in OutdoorLads – push the social side afterwards, and the opportunity for members to have a say. Liam highlighted that we now need the agenda confirming and slides for the presentation preparing. He will circulate a draft to attendees for comment. The event should be around 90 minutes. We're looking for it to be inspirational and focus on all the amazing things that happen in OutdoorLads – even weddings!	LR DB All LR

53/24 Review of Action Plan

Rob is to share the updated version of this electronically. Trustees noted that since December, the focus has been on stabilising the organisation and putting in place appropriate structures, including committees.

However, the next year will focus more on actions and improvements.

54/24 Confirmation of Dates

2024

- AGM Saturday 21st September in Manchester (2.00pm Britannia Hotel)
- Wednesday 6th November 7.30pm Online

2025

- Sunday 12th January Kettlewell (after Board/ Regional Co-ordinators Away Weekend)
- Tuesday 8th April 7.30pm Online
- Summer Meeting Online in June – date TBC
- Tuesday 5th August 7.30pm Online
- AGM 2025 Saturday 20th September in Manchester
- November - TBC

2025 dates for June and November will be finalised after the AGM when new trustees are in place. It is anticipated that at least one of these will be a face-to-face meeting, possibly with a social event afterwards.

55/24 Any Other Business

Rob noted that there has been an event published using a third-party organiser, for a music video where naked participants are involved (although the degree of nudity is at the discretion of the participant.)

Although naked events are not what OutdoorLads is about, it was agreed that this event was harmless, it was appropriate in the circumstance and would not do any damage to the OutdoorLads brand.

The Meeting closed at 9.30pm.

