

MINUTES OF BOARD MEETING



Meeting Title OutdoorLads Board Meeting
Location: Online
Date and Time Sunday 7th April 2024 at 11am online and at Stokes Barn,
Much Wenlock

Attendees

	RM	Rob Mitchell, chair
	JB	Joe Bailey, vice-Chair
A	JH	Jake Higgins, treasurer
	DN	David Norris – attended online
	DB	Dan Blackwell
	LR	Liam Russell (secretary/ staff)
A	YGR	Yvonne Goldsmith-Rybka
	DBY	Dan Byrnes
	RO	Richard Overton
	LM	Luke Mills
A	WA	Will Allaway
A	SC	Stephen Clifford

10/24 Welcome and apologies

Rob Mitchell welcomed all to the meeting.

Apologies had been received from Yvonne Goldsmith-Rybka (non-working day) and Jake Higgins, due to holiday. Will Allaway and Stephen Clifford, committee chairs, had sent apologies as they were volunteering for OutdoorLads in a different capacity today.

Liam Russell and David Norris attended online due to illness. Luke Mills also attended online.

Liam Russell took the minutes of the meeting.

11/24 Declarations of Conflict of Interest

There were no declarations of interest arising for matters on the agenda.

11/24 Confirmation of receipt of papers / references / reading

Liam Russell confirmed that most of the ten requested references for trustees had been received, all those received were satisfactory.

Two references are outstanding for Jake Higgins, and one for David Norris. Jake and David to chase a response from their contacts. Rob will mention this to Jake as he was not at the meeting.

DN
JH

12/24 Approval of previous minutes and matters arising

The previous minutes of the meeting held on 27 February 2024 had been made available prior to the meeting and were now approved as a true and accurate record of the meeting.

These minutes will be signed by the chair electronically.

LR
RM

There were no matters arising not covered by the agenda.

13/24 Reports from Committees

Committee chairs had been invited to provide a written or verbal report to the meeting. Written reports had been received from Stephen Clifford for the People sub-committee, and from Will Allaway for the Delivery sub-committee and were made available to trustees in advance. Liam provided a verbal summary from the committees.

Luke Mills attended the meeting virtually and provided an update on the work of the Sustainability sub-committee.

A question was asked if there will be active recruitment for the committee, and it was agreed that this is the case, and a call out for interest will feature in the member newsletter.

Richard Overton was in attendance for the Marketing and Communications sub-committee, which is in the process of being formed.

Rich said that he had a lot to work on from the away weekend, including a newsletter to go out this week.

Rob said that he was very pleased with the positive progress that the sub-committees had made so far and that the fact that they now feed directly into the board. He offered his thanks to the chairs and members for driving this activity.

14/25 Sponsorship pack from Sustainability Committee

Luke Mills was at the meeting virtually to present on this item.

He provided an overview of the history behind this pack, which had been in development for some time as part of the previous Development committee.

The pack uses existing information and existing text. He asked for thoughts and feedback on the pack.

There was some positive feedback on the pack including the contents and the visual appeal of the document. It was agreed that some images showing some more diversity could be used in places to better represent the organisation.

The language could be improved to talk more around our values of gay, bi and trans communities rather than men, to reflect the revised values, mission and vision.

Trustees felt that it was bright and attractive to read. It was clarified that the intention is to use this to distribute to organisation to explore options for sponsorship and income streams.

Joe raised the point that there needs to be a clear purpose for why we are asking for the money, and we should be clear on how we would use the money to address the needs of members, for example members who are experiencing disadvantage. This would be more attractive to funding organisations.

Funding could also be used to expand awareness and profile of OutdoorLads, which delivers more benefits to members as well.

It was agreed that trustees will provide feedback on the booklet within seven days, include a design / presentation layout review to ensure it is on brand.

All

15/24 Office Report

Liam presented the office report which had been distributed in advance.

Trustees discussed the Bums in Beds report of hostel and camping sales. OutdoorLads is no longer using X (previously Twitter) as engagement had dropped off sharply and little value was being obtained from using it.

An update from Dan on member engagement was provided. The open rate of the newsletter is high and is probably as our members are generally quite engaged. Several suggestions were made for the next newsletter.

Rich Laverick has been interviewed by Gaydio and that will soon be shared widely. A revised Gaydio advert is currently in production.

16/24 Leader credits and leader expenses policy

Liam gave a verbal overview of the policy, which had been shared in advance. There is a need to reaffirm the parameters around leader credits as well as provide clarity on expenses that event leaders can claim, and in both cases to be mindful of the fact that regards for volunteering must be token amounts in line with Charity Commission guidance, and to ensure no confusion with employment legislation.

Trustees gave some discussion on the value of leader credits in light of the recent cost of living increases.

It was agreed that leader credits for events abroad are permissible.

Trustees asked that a table to be inserted claiming exactly what can be claimed for different event types, and this summary table to be at the top of the policy for easy reference.

It was agreed that "Leader rewards" need to be renamed leader credits on communications as well as the website, as they are not an award.

Liam is to make changes and resubmit for approval as a final policy.

LR

17/24 Risk assessments and leader assessments forms

It was noted that a number of risk assessments are out of date.

This was discussed at the away weekend with a suggestion to go to NGB's and pay to get risk assessments re-done. This would need to be paid for and renewed each year. They will need to be tweaked for OutdoorLads.

A further suggestion was made to review some of the high-risk leaders to check in with their experience, and that they remain suitable for their roles and have the right skills and experience. It was noted that some of this was done at the time we reviewed all leader applications as we moved to AIM.

There are to be national specialist co-ordinators for cycling, climbing, and a mountaineering co-ordinator.

First aid for riskier event types is to be formalised and will require an up-to-date certificate, and to be strict on the three-year renewal. This is about OutdoorLad's assurance rather than the groups insurance.

Dynamic risk assessments were discussed, but this isn't documented. Trustees discussed this and the practical ways in which activities are risk assessed on the ground. The requirement of this being written or not was discussed. This requirement is in the assessment for leaders but there isn't a requirement currently to write this down.

David made the point that the risk is in ensuring that leaders understand the requirement for dynamic risk assessment.

Liam is to contact organisations that can help with updating risk assessments in the next couple of weeks, with an update to be provided for the next board meeting.

LR

18/24 Safeguarding policy

David agreed to circulate something shortly on changes to this policy. There is an assumption that has been made that this is more about children, but this should cover everyone at OutdoorLads and those we come into contact with.

DN

It was agreed that we should be making some safeguarding training available to leaders in due course once the policy is agreed, probably online.

We also need to consider if there is someone who could be the organisations lead on safeguarding.

19/24 Update on Charity Commission letter

There is relatively little to update on, as some of the issues are still ongoing. This is especially true for DBS checks. Ian Williams has not been able to secure a lead on DBS checks yet.

Rob has received advice to revert to the Charity Commission for advice and clarification. Liam has asked for a meeting with the Charity Commission to discuss this.

If a meeting is not available, it was agreed that the board will write back to the Charity Commission anyway. **RM**

20/24 Review of action plan

This was circulated to try to ensure actions were not lost.

It will be updated with the actions from today's meeting on the SharePoint version, to keep a live record.

The report will be highlighted to show where there are still things to be done.

Clarification for disciplinary as a result of complaints for leaders / members will be set out in the code of conduct. This will set out the expectations for all in OutdoorLads regardless of who they are.

Interviews of the sub-committee chairs are to take place to ensure transparency. David and Joe to arrange interviews for marketing and communications committee chair.

Chairs of sub committees are reviewing their requirements for members, marketing and communications and sustainability are the committees actively recruiting.

Health and safety and other specific skills need to be specifically recruited for to ensure those skills are on the committee where required.

21/24 Confirmation of dates

The following meeting dates were confirmed:

- Saturday 8th June 2024, face to face, Manchester – 1pm at Northern Wine School, Suite 4b, 113-115 Portland St, Manchester M1 6DW
- Monday 12th August 2024, 7:30pm, online
- AGM 2024 – Saturday 21st September, after AGM, face to face and online, Location TBA (Manchester.)
- Monday 11th November 2024, 7:30pm, online

Dates listed on Mondays were changed to Tuesdays. Liam is to suggest 2025 dates. **LR**

Liam is to make arrangements for an away weekend in 2025. **LR**

The Meeting closed at 1245pm.