

# MINUTES OF BOARD MEETING



**Meeting Title** OutdoorLads Board Meeting January 2019  
**Location:** Teleconference  
**Date and Time** Monday 25<sup>th</sup> February 2019 at 8pm

**Attendees**

- Peter Walter (chair)
- Matt Tennant (vice-chair)
- Brett Monaghan (treasurer)
- Steven Allen
- Neil Sharp
- A Danny Mckeown-Henshall
- Dan Barcroft
- A Danny Ballantyne
  
- Liam Russell (staff)

## 19/9 Apologies for absence

Apologies were received from Danny McKeown-Henshall, who was on his honeymoon, and Danny Ballantyne, who was on holiday.

Trustees wished that their congratulations to Danny and Andy McKeown-Henshall on their wedding be noted.

## 19/10 Approval of previous minutes

Minutes of the previous meeting held on 17<sup>th</sup> January 2019 were approved as a true and accurate record of the meeting. Actions from the meeting are covered by the agenda for this meeting.

Liam is to investigate getting references from the YHA and others about the group's conduct for assistance with confirming bookings. **LR**

Governance Update – Matt hopes to have a discussion paper ready for next board meeting on the direction of travel for updates on each area of the constitution. To go onto the agenda for the April board meeting. **MT**

AGM venue is now booked and will be held at Bethnal Green Working Men's Club. Jon has visited and whilst it is a bit "earthy" it is ideal for the event we want to run and meets our needs at relatively low cost.

Peter asked for an update on the Go-Pros and where they currently are.

Yvonne is working on an audit of all climbing equipment following recent organiser changes and requests for new ropes. **YG**

Peter was going to speak to the member who had offered help with trans visibility in OutdoorLads. He has been in contact twice with the member concerned but has not had any response to his e-mail contact. Trustees discussed this and said that there's a danger of us doing well-meaning actions, but that really this ought to be led from someone within the trans community. Peter will invite the membership to come forward to help with this work. **PW**

Jon confirmed that if we sent this request as an e-mail shot then this would fall outside GDPR, even if people have opted out of marketing. To be included in the leader newsletter and try for assistance from within the membership in the first instance.

## **19/11 Office Board Report**

Liam gave an update on discussions held with Time to Change.

Regarding the checking of all direct debits, the question was asked regarding an SQL query being used to automate this. Jon confirmed not worth formulating this as the resource to build it would be greater than the manual method for this one-off piece of work. This work to be completed by the end of March 2019. **LR**

Liam confirmed the current position with the VAT analysis, which is that we are awaiting the end of the financial year to model 2018/19 before proceeding further.

Bums on Beds – it was noted that events are very full and there are lots of events. Neil said that there are more leaders needed to run all the events we wish to deliver.

Matt updated on the Boyz Magazine Community and Sports Awards, where we came Kings Cross Steelers who were in third place have a mental health policy and Neil is to see if they are willing to share this with us, as it could be very useful. **NS**

## **19/12 Web Maintenance**

Jonathan spoke to his paper on web maintenance in Y2.

Proposal is for £19500 in the next year, Jon felt that it is likely that we will spend around this amount in every year that the website is operational. This would be for maintenance and adding additional functionality. The maintenance is a ringfenced amount for core Drupal updates as these are released, and the requirement for these updates is outside our control.

The additional functionality is around £15k and is the things that we'd like to do to evolve the site, there is a shopping list for things that have been

suggested. This spend is about half of what we have spent this year on additional functionality. This would be in three “sprints” per year of around a week’s work.

Brett had previously asked if we would go to a competitive tender on this work. Jonathan explained why the maintenance and investment, despite being for the sums of £4,800 and £15,000 respectively, were not put out to tender for Year 2:

- we are still working with Microserve on implementation of the additional functionality signed off by the board at the end of 2018. It is not possible to have Microserve and another company writing code for the site at the same time and would make it impossible for either company to be held overall accountable for the stability of the site code if we tried to
- the relationship with Microserve is good, and we are very happy with the work they do
- their rates are industry standard and have been broken down to us in their proposal such that it was possible for us to confirm that they are competitive
- Microserve built the code for the site, and know how the site is structured, and what the likely implications of changes to the site code are. Another company would have to learn all of this as part of doing work on the site, such that they would likely be only around half as cost effective as Microserve (it would take them longer to develop and test code given they know nothing about the site structure),
- the contracts, whilst a sizeable sum for OutdoorLads, are not a particularly attractive amount to another supplier, especially given they would have to start from scratch in familiarising themselves with the site. We would be unlikely to attract the kind of quality supplier that we already work with.

Jonathan also explained that, unless Microserve were to go out of business, or the relationship we have with them were to sour, then the above factors would continue to be true and hence it is likely that we would wish to remain with them in future years also and for the life of the current website.

Steven asked if we could obtain a longer term commitment on maintenance than just one year? Jon responded to say that Microserve did not take on longer contracts, and in any case would be unlikely to change the price as it is based on the day rate of their employees.

Steven suggested that it might be worth asking for a commitment that they won’t increase the prices in subsequent years. Jon said he didn’t think this would be forthcoming, however they had shared clarity on cost calculations, which seem reasonable.

Matt asked if we could afford this spend. The proposal is a price reduction on what is in the budget forecast and so Brett endorses this proposal. Jon confirmed that there was always a chance that something occurs that requires additional spend – but that this will always be the case.

Jonathan clarified that what we are buying is three x one week of development work, which will be scheduled in, at four monthly intervals. The scheduling in is why it is a reasonable price, but does mean we have a guaranteed slot of development work.

Jonathan clarified that the items to be developed will be decided upon by Liam and him, realising a benefit to all the different user types.

Trustees **all agreed** the proposed spend and for Jon and Liam to decide upon the scope of works.

### **19/13 Finance Update**

Brett gave a quick update on the situation. There is £117k in the bank accounts. Yvonne now has CAF access!!

Brett and Liam to look at changing banks.

**BM**  
**LR**

Liam and Brett to meet with Yvonne and to transfer some of the ownership of the forecast to the staff team.

**LR**  
**BM**

Liam to check with John Toon to see if there is a good or bad time to move bank accounts, and to liaise with Brett over a new bank account.

Liam was asked to research bank accounts across several providers before selecting the one to apply for. Liam and Brett to liaise to move bank accounts.

**LR**  
**BM**

### **19/14 Regional Co-ordinators**

Neil gave an update on the regional co-ordinators weekend in Oxford in early February. A lot was covered in just the one day.

Highlights of the outputs:

- An appetite for more data to enable RC's to grow the regions
- Desire to make better use of the leaders Facebook for events, rather than Web 3.0 queries. Whole team to work to move web queries to e-mailing support or via other contact methods.
- Discussed the current financial situation
- Potential for leaders to be trained at more events and to grow our leader database, and to include any training on existing events where possible.
- Pride events – planning is totally underway now, but there needs to be a plan around a Pride to maximise the value from it, not just people walking in the parade. Participation is an investment for the organisation, and they need to generate some outputs.
- Decision not to recruit a national climbing co-ordinator at this stage, as do not feel this is needed any longer.
- Identifying experienced leaders to be leader assessors, and also to try to commence a “Nominate a Leader” scheme.

- Neil and John Cornley will work together to deliver more navigation training.
- Discussion around supporting each other and communication, especially on leaders Facebook and to encourage a cultural shift to supporting each other more to give it a self-serving community feel.
- Good feedback on the Leaders Newsletter.
- Liam's plan for numbers – once the leader data is corrected, it will enable us to send the right communication and directions to encourage more people to lead.
- Liam and RC to put together a list of dates and of camps / hostels for the next financial year for leaders to select from to get new events on.
- Start advertising camp and hostel events across the UK, so that everyone gets a chance to lead anywhere they want in the country.
- Innovation into events – how to do something different with events, and turn a standard hostel into something really different.

Matt, Neil, Liam all agreed that the weekend was very productive, and having a smaller team there made it more productive. There is still a place for getting the whole team together on some occasions but we need to have a very clear purpose for doing so in future.

#### **19/15 Increased Capacity**

This had largely been covered within other items earlier in the meeting.

Liam is working on the plan for increased capacity and a number of avenues have been used to get more events online, with good success so far.

This will be reported upon in the next Board Report.

#### **19/16 Any Other Business**

##### Complaint

Peter informed trustees that there has been a complaint from a specific event around behaviour and conduct of a number of people. There was a serious allegation made about a member. The complainant withheld consent for this to be followed up with anyone at the event.

Peter has e-mailed all attendees on these events to remind them that the rules are that members should not do anything to spoil someone else's enjoyment of an event, or that could bring the organisation into disrepute.

Peter has spoken to a number of people involved to get a good idea of the facts, and has also spoken to the member who's behaviour was of concern, who has promised to modify their behaviour at future events.

Trustees agreed that we had fulfilled our obligation to investigate the situation and take remedial action.

Peter is to write up his investigation and pass to Liam for filing for future reference. **PW**

Peter has fed back to those making the complaints the outcome of the investigation, but not to the anonymous complainant, who has not engaged further with Peter's e-mails.

Matt clarified in response to Brett's question how the complaints procedure would operate should there be any future issues reported. In this instance, there wasn't a specific complaint to hold up against the complaints policy. As this was not a formal complaint, we had to take into account our duty of care, which we have done, with a satisfactory outcome.

### Trustee Roles

Peter asked if Trustees had other ideas about other co-opted board members. Peter is to go out to Leaders Facebook and in the Newsletter, to invite interest from other members, with potential for someone to manage the staff. In response to a question from Dan, Matt clarified the reasons why the role is specifically looking at HR, which is around Matt's available time commitment to the organisation. **PW**

Neil asked if it would be worth writing up what the commitment, qualities and skills the new trustee would have, so that we can help to identify someone suitable.

Trustees agreed to develop a key role description for the new trustee staff management role, as well as chair, vice-chair and treasurer. Dan Barcroft suggested that maybe nominating the officers should have a longer defined term of office as there is a lot to the roles and a longer term would enable people to have more sustained impact. This is to be an action for the Constitution working party to take forward in their considerations. **MT**

Neil asked for newsletter suggestions for the next newsletter, and asked for people to submit articles for inclusion. The next one should celebrate the website's first birthday.

Matt flagged the LGBT consortium funding available, which is grants for LGBT organisations. Matt to e-mail the link around and trustees to consider if there are any ideas for projects we could apply for.

**The meeting closed at 9:56pm.**