

# MINUTES OF BOARD MEETING



**Meeting Title** OutdoorLads Board Meeting January 2020  
**Location:** Leominster  
**Date and Time** Sunday 26<sup>th</sup> January 2020 at 9.40am

## **Attendees**

Matt Tennant (chair)  
Danny McKeown-Henshall (vice-chair)  
Ted Youngman (treasurer)  
Steven Allan  
Neil Sharp  
Fergus Brunning  
Jonathan Moore  
Jimmy Brash  
Danny Ballantyne

Liam Russell (Staff)

Simon Hawthorn (Leader)

## **20/01 Apologies for absence**

Dan Barcroft

## **20/02 Welcome & Thanks**

Matt welcomed all to the meeting and started by thanking Dave Banks for all his input into the data creation which is something we have not had previously and we wouldn't have been able to pay for. Thanks also to Wilco for the data presentation.

## **20/03 New Member Journey & New Data Features**

Jon presented two slides showing the journey of new members in terms of what event type they went on for their first few events by their eventual event type. The data is available and trustees were encouraged to submit any further questions they have on the data to Dave Banks.

Jon also presented a zoomable map showing where events take place, where members live, and where leaders live. The GDPR implication on the members data means that a very restricted version was presented to ensure GDPR compliance was maintained.

Before this data can be presented to trustees more fully, access to the data needs to be restricted.

A slide on events was also presented and can be showed by event type. This slide is non-confidential. Jon to put the information that is safe from a GDPR perspective on Sharepoint. Jon issued a warning to trustees about sharing the information beyond the board as it could issue more questions for leaders and members and create misunderstandings.

Neil said that an overlay of Members and Events is useful in targeting certain areas for development, and in maximising capacity. SA said that it would be helpful to have a non-zoomable map which shows the match of members and events to show where spaces are and how we cover the country.

## **20/04 Social Media Proposal Paper**

Jon introduced the paper on social media. This work is in response to an idea for ODL to tell people what events in their area of interest are live, rather than them always having to query the website to find events they want to go on.

Picked Facebook, Twitter and Telegram Messenger for this work, so it is restricted to these forms of social media. (Telegram is more data security compliant than WhatsApp as personal telephone numbers are hidden; plus event notifications happen automatically and do not require manual input.)

Members can subscribe to an activity by region and choose what to subscribe to.

Feedback has been good from several people in the test groups so far.

DannyB asked who approved people to join the channels – the answer is that anyone with the link is eligible to subscribe but available only on the ODL website when logged in - for full and PAYG members.

Jon asked the Board to subscribe to the notion that the existing WhatsApp channels be shut down, and to actively migrate over to Telegram Messenger, therefore making Telegram a part of the OutdoorLads experience.

Steven asked where the subscriptions are hosted? - they are hosted on the ODL sharepoint - and where is the picture being stored when the website is scraped? - Jon answered that a copy is created and is stored locally on your own device.

Jon was asked why we need to scrape the website, can we not transition this to a direct link into our database? – the answer was that this would have cost implications.

(Steven said he can show us how we can do this as we own the database, and we don't need to pay Microserve to do this. The website has been built to interpret the data and we can also give this to Dave to create directly.)

Jon confirmed that scraping doesn't cause any harm to the website.

Jon asked the Board to agree with the proposal to activate this, and support the team in implementation. Neil asked for an easy to follow article from Dave for the next newsletter.

**JM  
NS**

Board approval given with the following Launch Plan:  
Leaders get on board first (maybe video content) - Jon and Neil can put a launch plan together to progress this.  
Jon said that we then make these public – with approval to join the chat groups. NB Code of conduct also applies to the chat groups. Neil made the point that Telegram drives the need for even better content going on.

Huge thanks again to Dave Banks for his work on this, good to see this as something new, innovative, and fluid.

## **20/05 Finance**

Ted presented the finance figures and Profit & Loss report. Projecting a £11k surplus for the year, on the proviso that total income is as predicted in the next two months, especially BIG Spring Camp. Ted explained that he, Liam, and Yvonne reforecast based on last years' figures, plus it does depend on there being good income in these next few months.

Couple of things to flag up - VAT report is with the accountant, would like to conclude by the end of March as we could go back four years to reclaim VAT should we amend our status – is still a work in progress. **B&S**  
CAF bank is ongoing – Ted has not yet been sent the password by post, which we need to move to Yorkshire Bank (Virgin Money.) Liam and Ted are on this. **LR TY**

Ted wishes to create a page which is fairly graphic to explain where our money comes from and where it goes, for our wider membership to easily understand.

EG: IT budget is £4500 for Jan, which includes the additional Microserve spend on making the website run faster. Jon explained how the MS contract works.

Ted says that for future versions we will roll together the overheads that cost less than £3k, so the report is more compact on one sheet.

Ted clarified Reports are to the end of the previous month and not the month we are currently in.

Neil asked for reports the day before Board Meetings.

Matt thanked Ted for his input.

## **20/06 Website**

Jon gave an overview of the pre-circulated plan. Have increased the costs of the drupal8 updates, as had cost more than had been anticipated. Hourly rate hasn't been increased.

Steven queried why the price is now inflated as Drupal8 is more established and Jon explained that their experience of the cost is higher. Following discussion it was agreed that Jon and Steven will approach Microserve to interrogate the contract pricing and understand the scale of the price increase of 25%. **JM SA**  
Delegated authority to Jon and Steven to sign off when they are assured of the pricing structure.

Liam asked question about bugs. Jon and Liam to discuss afterwards.

**JM**  
**LR**

Matt asked that sprint report from MS to be circulated to the board, for information only, not to challenge the decisions, given the amount of money being spent. Matt stressed that this is bullet points of information not for scrutiny and challenge.

Matt said thanks to Jon, and also Simon who will be taking over the maintenance of the website.

**20/07 Recruitment**

Liam gave an update on the recruitment process and the upcoming interviews to be held on the following Monday (27<sup>th</sup> January) with Danny MH and Jimmy for the new Membership Engagement Officer.

**20/08 Board Paper Reports**

Matt & Jon compiled a list of bullet points on current issues and topics. These were noted by the Trustees and no further discussion was required.

**20/09 Safeguarding**

A recent issue raised on safeguarding - and if we should have a policy / guidance available to support the Board and Leaders.  
This is an issue as our members include some vulnerable adults.

Recruitment of Trustees needs to be more robust – there are grounds on which you cannot become a trustee - and these checks should be taking place.

Matt to download a tick list of things to check prior to appointment for compliance checks.  
Declaration of interest form – Liam to provide.

**MT**  
**LR**

**20/10 Any Other Business**

Matt gave thanks to all that attended the Leominster Strategy Weekend which had been productive and useful.

The meeting finished with all Trustees sharing their golden moments from the weekend.

**The Meeting Closed at 11.20am**

