

MINUTES OF BOARD MEETING



Meeting Title OutdoorLads Board Meeting January 2021
Location: Online via Microsoft Teams
Date and Time Monday 18th January 2021 at 6.30pm

Attendees

MT	Matt Tennant (Chair)
DMH	Danny McKeown-Henshall (Vice-Chair)
TY	Ted Youngman (Treasurer)
SA	Steven Allan
NS	Neil Sharp
DB1	Dan Barcroft
DB2	Danny Ballantyne
FB	Fergus Brunning
SH	Simon Hawthorn
GB	Gavin Bridge
LR	Liam Russell (staff)
DB3	Dan Byrnes (staff)
YGR	Yvonne Goldsmith-Rybka (staff)

21/01 Welcome & Apologies for absence

MT opened the meeting with everyone in attendance and no apologies

21/02 Review of Actions & Matters Arising from last Board Meeting

- LR still working on changes to leader sign off process
- LR has not received all Trustees Conflict of Interest forms – will resend
- LR asked for input on what data Trustees would like to see in the quarterly data reports for maximum usefulness, as there is currently a lot of data there
- Action outstanding to look at the event data for paid events which sell at the highest rate after going live
- Ian (comms group) is currently writing a GDPR policy document including contacting dormant members

21/03 Declarations of Conflict of Interest

None

21/04 Office Update/ Board Report

LR drew the boards attention to the following:

- No events currently taking place with Lockdown 3 but need to be ready to go as soon as restrictions are lifted
- Leaders are starting to organise future events
- LR noted, with previous restrictions, it was agreed ODL may consider events allowing up to 20 again provided all restrictions are complied with adhering to the rules and individual leaders are comfortable to do so. A discussion was held on the numbers on camping events, which must comply with what is allowed, and may result in very small camps taking place.
- It was discussed the challenges at present with BIG Spring Camp, with the board noting a high possibility of the event not being feasible to go ahead in May. It was agreed that the preferred fallback option would be the Bank Holiday weekend in August if the club agreed it could be moved.
- There is also the 15th birthday celebration weekend booked for August.

21/05 Finance Update

- TY presented the P&L report which shows a probable £9k loss by the end of the financial year. It was noted the liability that ODL is currently holding for events members have paid for but the events have not yet taken place.
- GiftAid is now automatically applied to donations where applicable, although there is around £700 that has been reclaimed on previous donations (awaiting payment from HMRC)
- We are waiting to close the old CAF bank account as there could still be funding application successful there
- Still waiting on HMRC to respond with our VAT status and possible rebate.
- It was noted a slight increase in the number of memberships not being renewed, unsurprising given current lockdown. There should therefore be an emphasis on maintaining membership in plans moving forward.
- It was noted that the savings put in place at the October board meeting last year had been mostly realised. A discrepancy with the Microserve contract end date and a delay to dialogue with Microserve regarding our service requirements going forward has resulted in website development costs therefore being incurred for two months out of forecast. This will be discussed further between MT, SH and TY outside of the meeting.

**MT
SH
TY**

1/06 Banking Permissions

It was proposed that LR needed greater authorisation in Yorkshire Bank and be made a corporate administrator to enable him to carry out the day to day running of the business more efficiently. It was clarified that like all banking permissions, this requires dual approval. All Trustees were in agreement:

- A copy of the Bank's Business Internet Banking Post Registration Amendments form (the 'Amendments Form') was laid before the meeting together with a copy of the Digital Banking Services Terms and Conditions detailing the terms governing the use of Business Internet Banking and Mobile App which had previously been

accepted by the Company together with any amendments made by the Bank from time to time and notified to the business (the 'T&Cs')

- The Company has also been provided with the Bank's Privacy Notice ('Notice') as part of this amendment and have been made aware that personal data on all individuals whose information has been provided within this Amendment Form will be processed in the manner set out within the Notice. The Notice is available to view on The Bank's website at cbonline.co.uk/privacy and at ybonline.co.uk/privacy and could be updated from time to time. All Documents were considered by the meeting and approved.
- After due consideration it was resolved that:
 - (i) The Amendments Form be approved;
 - (ii) The Bank be requested and authorised to make the changes detailed in the Amendments Form;
 - (iii) Any two Directors or a Director and the Company Secretary be authorised to sign the Amendments Form on behalf of the Company.

21/07 Strategic Priorities

MT discussed Zoom fatigue and #StayInMore events - it was agreed #StayInMore events to continue with an emphasis on quality rather than quantity, GB to work on delivering this with leaders and outside promoters

GB

Priority areas were highlighted once able to do so:

- Relaunch events program
- Relaunch BIG events
- Grow and engage membership

DB2 also presented a supplementary paper that focuses on:

- Financial stability
- Comms & marketing strategy
- Backend office improvements to help staff direction and strategy/efficiency

It was agreed this was idealistic at this time but to look at for future use as things improved, and in conjunction with re-identifying our brand.

Danny Ballantyne to progress with populating the strategy document.

DB

21/08 Any Other Business

TY handed in his notice as Treasurer with effect from the end of this financial year (end of March.)

With his job/ extra study he is no longer able to commit the time to this role. All Trustees thanked Ted for his time and hard work.

Staff were asked to leave the meeting for this discussion.

21/09 Staffing

Closed item.

Dates of next Board Meetings 2021:

Monday 22nd February 8-9pm

Thursday 8th April 7-9pm

Monday 7th June 7-9pm

Monday 2nd August 8-9pm