

Board of Trustees Meeting
Video conference on Tuesday 14th March 2017

Agenda Item	Discussion	Action to be taken by	Date by
Welcome	Peter welcomed everyone at 18:30		
Attendance	<p>Board Members: Peter Walter (PW) Chairman Matt Tennant (MT) Vice Chair Daniel Burford (DB) Secretary Will Forshaw (WF) Andrew Henshall (AH) Danny McKeown (DM) Steven Allen (SA) Craig Owen (CO)</p> <p>In attendance: Simon Pearce (SP) Harry Prosser (HP)</p>		
Apologies	Alastair Warner (AW) Treasurer		
Minutes from last meeting	One trustee accidentally omitted from attending list.		
Office Board Update	<p>Very positive feedback. Opportunity presented to cut down future reports where necessary.</p> <p>Board is pleased with availability of information for walks.</p> <p>Google advertising highlighted as important.</p>		
D.S.			
Family Friendly Events	Policy enquiries are yet to get responses. These are to be followed up.		
Website RFPs	<p>Torchbox have withdrawn as they have just one a huge piece of work and can not resource our job.</p> <p>Access and Microserve supplied detailed responses to the RFP, remain as candidates and have been invited to present to the project team on March 23rd.</p> <p>Both have quoted very similar amounts for delivering</p>		

Agenda Item	Discussion	Action to be taken by	Date by
	<p>all our Must, Should and Could haves.</p> <p>Microserve were unable to deliver some key features for within the target budget. Project team to follow-up to check they have fully understood requirement.-</p> <p>Board generally unhappy to only have two proposals to choose from. It was agreed to invite two more suppliers to respond to the RFP.</p>	<p>SP</p> <p>SP</p>	<p>21st Mar</p> <p>21st Mar</p>
Budget	<p>Year end forecast profit is £38,000.</p> <p>Disappointment expressed at lack of full year budget/actual figures.-</p> <p>Suggestion made to task staff to produce actual reports.</p> <p>Ad for to be made for Treasurer amongst charity sector network over business. Bonus to find someone familiar with ODL but a treasurer from another charity would also be a big advantage.</p> <p>Budget to be put in Simon's monthly reports.</p>		
AOB	<p>Foundation update: applications have come in, including more exciting requests such as help with training and equipment.</p> <p>There has been correspondence with the clinical director of Survivors UK – referral scheme is being worked out.</p> <p>Greater effort needs to be directed to working with other bodies to ensure Foundation funds are used effectively.</p> <p>We are still looking for central region coordinator.</p> <p>General positive feedback over a Bristol AGM, although the accommodation is turning out to be a bit expensive.</p> <p>Concern over lack of Scotland camps.</p> <p>The shared mailbox about to expire shared with</p>		

Formatted: Superscript

Formatted: Superscript

Agenda Item	Discussion	Action to be taken by	Date by
	<p>Linten. We don't need a physical address any more.</p> <p>Feelings on first Skype conference: Good feedback.</p> <p>Possibility raised of using it with the coordinators.</p>		
Meeting closed	<p>The meeting closed at 20:20</p> <p>Next meeting on Tuesday 11th April 2017 at 18:30 at LGBT Foundation, Manchester</p>		

Dates of future Board Meetings:

- Tuesday 9th May** – Teleconference
- Tuesday 13th June** – LGBT Foundation, Manchester
- Tuesday 11th July** – Teleconference
- Tuesday 8th August** – Teleconference
- Tuesday 12th September** – LGBT Foundation, Manchester
- Saturday 30th September** – AGM
- Tuesday 10th October** – Teleconference
- Tuesday 14th November** – Teleconference
- Tuesday 12th December** – LGBT Foundation, Manchester