

MINUTES OF BOARD MEETING



Meeting Title OutdoorLads Board Meeting 23 July 2020
Location: Online via Microsoft Teams
Date and Time Thursday, 23 July 2020 at 6.30pm

Attendees

Matt Tennant (chair)
Ted Youngman (treasurer)
Steven Allan
Jimmy Brash
Dan Barcroft
Danny Ballantyne
Fergus Brunning

Simon Hawthorn (co-opted board member)
Liam Russell (staff – observer)

20/26 Apologies for absence

Danny McKeown-Henshall and Neil Sharp

20/27 Approval of previous minutes

The previous minutes were accepted with changes suggested by Matt.

Ted to report on Vat changes and impact on pricing model when Vat outcome is known.

Minutes approved.

20/28 Trustees Working Together

Matt had distributed the Charity Commission good governance code document with the papers for tonight's meeting. It contains useful resources and tips to improve governance.

Page 17 in particular where it talks about the chair creates a culture where differences are aired and problems resolved. Recent events have seen the board working very effectively but also some issues have arisen.

Matt asked that issues should be discussed with the chair and/ or the appropriate portfolio holder on the board. He recommended that people read through the guide and consider what can be incorporated into making the board more effective as a whole.

Ted said he previously has led governing body reviews in the past and would be happy to review something similar for OutdoorLads.

20/29 Office Board Report

LR presented his regular performance report to the Board to note.

Camping discussion:

Fergus noted larger camps and asked for clarification in line with the current guidance.

The board discussed provision of running limited camps - two groups of 6 for camping?

The board noted we still need to be cautious in leaders wanting to run activity that could be seen outside of the scope of the current legislation.

15th birthday year celebrations in 2021 – plans underway for how to celebrate

The board noted Liam's report.

20/30 Finance

Ted presented the forecast for this year to trustees.

Ted noted our income streams are limited at present, but looking at costs eg travel and hotels etc there does need to be a legitimate reason for this type of spend.

The forecast for the year shows a £25K loss but there are many unknown variables, this year more than ever. More revisions will be needed to the budget as the year progresses and more is known. Ted will revise as we go.

Our cash position is quite healthy and could stomach this £25k lost, but we want to avoid a loss this year if possible.

VAT status – HMRC have acknowledged the appeal has come in and we are expecting an outcome on the 12th August. Ted will keep all informed.

Ted presented the annual accounts (version two) to trustees: version one contained an error brought over from the previous year on deferred membership income. This has now been corrected to give a lower income. Lower income in this year is associated with BSC not taking place and the sub events not going live.

Ted explained we will need to make a conscious decision on reviewing events if they are not profitable. We would also need to look at the membership fee (which has been on hold for this year due to COVID -19)

There is a significant depreciation in the accounts, to the tune of £16k, which need an awareness of the fact that accounts are different to our cash position due to adjustments.

This difference will need to be explained at the AGM. It was suggested a few very clear slides on finance for the AGM to help answer the obvious questions before they are asked.

Action – trustees to look at accounts and forward any questions to Ted / Matt.

20/31 Ops Group

Matt went through the minutes from the Ops group meeting on 20th July. Nothing additional to report

20/32 Insurance

This matter was noted confidential and has been minuted separately.

20/33 Comms Group

Danny highlighted the overview documents, and asked that people look at the AGM documents. Also said that some lining up between the Equality group and comms group to ensure consistency of tone.

AGM – lots of pre-recorded content would be useful to make it go more smoothly.

We need to be more consciously diverse in the imagery we use, and update some of the who we are and branding. Although there is no intention to change the branding, but to change the tonality and values that we portray.

Video content has been well received – need to keep this principle going, as it is the way forward in future. We are now practising what we preach to leaders with theme specific videos enabling the content to be better. Suggested to take the model to leaders and ask them for specific input.

20/34 Equality & Diversity Sub Group

Simon is proposing a member-led group to cover all the equality issues, and spoke to his paper on this.

Trustees agreed to the proposals subject to a small change in wording.

The point was made that any survey potentially includes sensitive data and should be anonymous and stored correctly.

Simon, Fergus, and Jimmy to pick up the safeguarding policy work as an action point.

Trustees supported the policy paper as set out.

20/35 Trustee Recruitment

Neil is stepping back from his role as Trustee for Leaders & Volunteers, the role is currently out to advert.

20/36 Any Other Business

There was no other business.

The meeting closed at 8pm

