



## Minutes Committee Meeting Thursday 7 April 2016 @ ASDA Benton 19:00

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- **Attendance**
  - Chris Mitchell, Peter Robertson, Alan Ross, Richard Scholfield, Steve Rawlings, Sean **Storey**, Geoff Spencer, Mike Thompson, Graham Moor, Barry Bullas, Kirsty Lawrence.
- Welcome
  - Kirsty Lawrence to the committee in the Publicity role.
- Apologies
  - None
- Correspondence (if applicable)
  - N/A
- Previous Minutes
  - Item 4 training camera in use Geoff happy
  - Audit base line – no progress
  - Meeting Monday with Mike Carr re missing blood box SS + SR
    - Video re fastening blood box has been produced
  - Mokka insurance
  - Recognition of members contribution e.g. shifts worked etc
    - Quote received by SR, further quotes to be sourced
  - Item 4 prioritisation of IT work PR/MT
  - Open meeting item re fitting box to bikes, consult NAB via forum AR to conclude
  - Item 7 job logging
    - First draft reviewed, first step of new process in place for
    - Stockton to be contacted regarding new number recording MT/SR
    - BOB paperwork dedicated recording book PR to approach Mervyn Hilton for his input.
    - BoB Anniversary event videos on media library for future use
- Actions/Items (from previous minutes, NOT included in Agenda)
  - Confirm details of next open meeting 16<sup>th</sup> June in Pity Me Durham Jerry Trowbridge, Chris Mitchell
  - Christmas cards GM
  - Barry Bullas is stepping down this year, canvas for replacement – PR/BB
  - Progress on producing new format documents, Mike to re issue lists
  - Storing work in progress on forum?? Use Microsoft accounts, Mike to set up storage
  - Amount of rest between shifts
    - Is to be the same number of hours spent at event, fundraising, etc. before an operational shift, to be formalising by Steve Rawlings.
      - Example – 4 hours at fundraising or talk = 4 hours rest before shift



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- Operational driving riding and coordinating to remain 12 hour gap between shifts

### New Items

#### Chris

- Update on CIO Application
  - Guidance received from Anne Lawson, Northumberland Councils Enterprise Adviser
  - Application has been submitted, with all required information and signatures
  - If no response on application by Friday 16<sup>th</sup> April, CM to “nudge” Charity Commission. Approval can take some time.
  - No issues with timescale for closing down “old” NBB and opening “new” NBB, at the end of the financial year in July
  - Bank account transfer is in hand by Richard Scholfield, who has contacted the bank
  - We, NBB will be the same organisation, just operating under a different structure/format, which will mean little or no change to how we operate and run the charity.
  - All committee and members will have protection against personal liability under the new charity format, in the event of NBB “going under”.

#### Alan

- Publicity Role
  - Formal welcome to Kirsty in role chosen from 6 candidates, after completion of “test” task.
- Letter from Bill Bertham re: Paul Murphy
  - Conversation from BB re PM joining NBB. We are aware of Cumbria group’s stance. All are aware and happy with situation.
- Allegation against a volunteer.
  - Investigation of allegation and information provided in cooperation with third party organisations outside NBB. This item is considered closed by all parties, and no further action is planned or required. Member concerned has been informed.

#### Peter

- Conversion to CIO – see CM item above
- Planning for 2016/7
  - Objectives for next business year via forum PR to initiate process.
  - Total income ytd £169k



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- Membership Eligibility.
  - Further checks, induction, “what WE expect from you” common sense check, reference, interview, probation period?????
  - Letting people join as “supporter only” first, then full member after period of time included in new format constitution? Person joins, goes through process, monitored, the probation 3/6 month
  - Mike and Barry to bring website process to next meeting on how to “mark” members as various class.
  - Steve Rawlings to produce probation criteria to meet. To be measured against
  - Induction meetings available “virtual” on line, Skype etc and participating. Same induction for all roles. Compulsory attendance? We can accommodate “exceptions” Start evening session. Trial recording of session to see if it works.

### Graham

- Promotional Video
  - What we want and need, discussion group 4 GM Kirsty Alan Barry to work up proposal. Videos good but portrait photo of each vehicle in fleet is needed Barry will take photographs

### Mike

- Re email (to committee by Mike, copy available at meeting) on Forum post and issue raised at open meeting. Discussion followed, main conclusions below :
  - Ethos of organisation has not changed regarding where member on duty base themselves. It is individual choice.
  - Coordinator role is to spread/balance work load, not just use people at for example the RVI.
  - Do we retain the Forum? Discussion took place, consensus is to retain the forum at this time, to be reviewed at a later date.

### Graham

- Coordinator training
  - Coordinating training team to be Jackie Gee, Debbie Patton, Ian Monro to ensure new training carried out in consistent manner. GM to inform membership ASAP on revised training process.
  - Email address to be created for Debbie for coordinator training issues.
  - Create email address e.g. comms @... for Simon Lynsey re Andromeda update and maintenance project to enable better communication with Andromeda and suppliers



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- NBB 'business'
  - GM to look for person with skills to take up NBB business trading.
  - Objective in Business Plan for next year
  - Contact Heidi Mottram, to seek guidance in possible

### AOB

#### Barry Bullas

- Rider jackets there is time lag in ordering new jackets, limited stock in sizes, unused jackets to be recovered.
- Matt Dinnery, has returned his jacket, radio carrier, however has not returned GNAS key. Demanding deposit return. Barry is producing lost key report for GNAS.

#### Steve Rawlings

- BoB hand over point changed to Hexham. Documentation to be updated by SR. NB: this is for a one month trial, to be reviewed.
- Return of Jackets. Steve to take oversight of what is to be returned.
- Lindisfarne bike written off. Auckland not officially written off, however we expect it will be.

#### Alan Ross

- Newsletter, slowly introducing Simon Lee into production of the newsletter.
- Newsletter oversight to come under Kirsty
- How do we notify members of new procedures? Person producing new policy puts item in news on website, and inform Alan/Simon Lee/Kirsty to include in monthly newsletter "new/revised policies etc this month". Mike will email monthly changes to membership
- Revoking coordinators access who have not done shift for three months
- NBB hi-viz riders jacket may be worn when riding your **own** motorcycle **only** while riding to or from an NBB Base to collect or deliver an NBB bike for an operational shift or other event. When wearing the NBB hi-viz jacket while riding your own motorcycle you must remove the "BLOOD" logos. (See new uniform policy document MEMB005 sections 4.4, 4.5)

In exceptional circumstances the NBB Committee may sanction the use of NBB hi-viz jackets for attendance, on your own motorcycle, at group sponsored events.

- **Peter Robertson**
- Barry to have slot at next members meeting (May) on what he actually does to inform potential candidates for his role when he steps down.
- Investigation of accidents/incidents?? Peter is reviewing policy to update, or produce new policy if required



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**Graham Moor**

- Prescott attendance GM, Colin Grant, Ria Burnett, Adam Pickering
- 23 April 360 challenge, NBB presence. Yeti and trailer at start, Kirsty on registration
- Durham masons application for new bike, Durham Uni have charity pot for jackets,

**Geoff Spencer**

- Observing suspended rider, if happy with riding standards and attitude he will reinstate individual.

Meeting Ended 21:10

Next meeting Monkton NEAS Station Gold Room at 19:00 on Thursday May 5<sup>th</sup>