



Minutes of Committee Meeting
8th January 2015
ASDA Boldon

Committee Members Present:

- Peter Robertson, Barry Bullas, Graham Moor, Michael Thompson, Geoff Spencer, Sean Storey, Owain Harris and Sue Harris

Apologies for absence

- Richard Scholfield, Chris Mitchell and Alan Ross

Previous Committee meeting's minutes and matters arising

Action points from the previous Committee meeting were reviewed and anything outstanding discussed.

- Jankers Generator has been purchased
- Membership fee – addressed at December Open Meeting
- Robot – hours worked – Michael Thompson will give an end of year summary
- Right to Work – Barry said that everyone who has a key has completed a 'Right to Work' check.
- Controllers – Graham had sent out an e-mail to 20 members who expressed interest but has had only 2 responses so Graham to contact again. The training package and plan has been written by Chris. There will be training available for members re the software as a shift controller.
- Airwaves – Graham informed the committee that after further research this would be too costly.
- Car acquisition – this had been achieved.
- Parking/storage for the car – Graham is still in the process of contacting the Centre for Life in Newcastle as he has had no reply to date.
- Policy for policies – Michael is to compile a list of policies to be written by individual committee members. He also informed the Committee that the policies would be uploaded on the website library.

The minutes of the previous meeting were accepted as a true record.

Use of cars/car rotas

The Committee reviewed current car use and the numbers of members on the standby car rota.

In the light of the agreement of the Henry Surtees Foundation (HSF) to provide us with a 4x4 to use in support of the BoB run(s) it was decided that:

- as from 9 February we would, for a trial period, until the end of April 2015, use the HSF car to carry out the BoB runs. A car rota would be set up for this;
 - if there was no driver on this rota for a particular shift one of the other riders / drivers on shift would be tasked to carry out the run(s);
- for the same trial period dates we would have another car (the Yeti or the promised Kangoo) on each shift;
- It is expected that the HSF vehicle and the Kangoo would normally be based at the NEAS base in Blucher village (off the A1), the Yeti normally at Monkton;
- If only one driver is on a night shift they will carry out the BoB run first in the HSF car, when the BoB run is complete they will return to Blucher and transfer to the other car which is located there;
- the NC and SC bike shifts would continue as is and as the overall work continues to increase more bike shifts will be added as rider and bike availability allow.

Acknowledging support from companies

It was agreed that the draft policy which had been the subject of email discussion be approved.

Progress on achieving annual plan objectives

The objectives were reviewed:

- Objectives 1, 2,3,4,8, 10 and 12 had all been achieved.
- Objectives 5, 6,7,9, 14 and 15 – still in progress
- Objective 11 – ongoing
- Objective 13 – as Richard wasn't present at the meeting this objective needs an update on whether it has been achieved.

Blue lights on 4 wheeled vehicles

Temporary lights had been purchased but after discussion the Committee voted that the vehicles will have permanent blue lights on the roof.

ACTION: Richard to have permanent blue lights fitted to the roof of each NBB owned vehicle.

Defibrillators

Graham gave the Committee more information regarding having a defibrillator in the cars. These could be provided free by the charity which Madathlon is supporting this year.

The Committee discussed the placement of a defibrillator in the car(s).

It was agreed that a defibrillator would be carried in the car(s) and also be available at fundraising events. There would be no pressure for members to use it, but Graham would give an update for training.

Andromeda

Graham informed the Committee about how this works; on the same principle as Airwaves and that there was a 14 day trial available.

ACTION: Graham to organise the 14 day trial

Andrew Dixon's e-mail re Safeguarding and Child Protection issues at fundraising events, especially supermarkets

Sue handed the Committee a copy of Andrew's e-mail regarding his views on possible safeguarding, child protection and liability issues at supermarket fundraising and bag packing.

Risk Assessment documents are available on the website.

This was discussed and agreed that a policy is to be written to address this.

ACTION: Sue to write the policy for next committee meeting

AOB

- Barry raised the question of the cessation of garage checks – this was in response to a forum post.

ACTION: This to be an agenda item for the next meeting

- It was acknowledged that there was a need for an improved induction process.

ACTION: Barry volunteered to undertake the induction process by taking new drivers/riders as passengers. Barry will post this on the forum.

- Prescott – Owain had posted on the forum that he and Sue were unavailable to attend Prescott in April and that someone would need to take the lead on this.

ACTION: Owain to e-mail Alan re leading Prescott

- Barry said that he had 4 keys left and that more are to be ordered – **liaise with Chris**
- Rota Spreadsheet – the spreadsheet is to be retained at least while the Security Centre is used, and needs to be kept up to date with possible help from the membership.

ACTION: Chris to liaise with membership for assistance as required.

- Michael gave an update re Microsoft which have accepted NBB as a non-profit organisation and that Microsoft 365 would be available for non-profits.
- The Committee also discussed the proposal for a training bike for Geoff.

ACTION: Richard to liaise and discuss with Geoff

Meeting closed

Next meeting: Committee Meeting, Thursday February 5th 7.00p.m. - ASDA Gosforth.

Month	Date of meeting	Type of meeting
January	Thursday 8th	Committee Meeting
February	Thursday 5th	Committee Meeting
March	Thursday 5th	Open Meeting
April	Thursday 5th	Committee Meeting
May	Thursday 7th	Committee Meeting
June	Thursday 4th	Open Meeting
July	Thursday 2nd	Committee Meeting
August	Thursday 7th	Committee Meeting
September	Thursday 4th	AGM
October	Thursday 2nd	Committee Meeting
November	Thursday 7th	Committee Meeting
December	Thursday 5th	Open Meeting