



Meeting Minutes

January 7 2016 @ ASDA Benton @ 19:00

- **Attendance**
 - Peter Robertson, Chris Mitchell, Graham Moor, Richard Scholfield, Mike Thompson, Richard Penna, Barry Bullas, Geoff Spencer, Steve Rawlings, Sean Story.
- **Apologies**
 - Alan Ross
- **Previous minutes 12 November 2015**
 - Accepted
- **Matters arising, not covered in the agenda**
 - Validation of new blood boxes, national report sent to Trusts, Northumbria Trust, need to discuss. Further conversations and meetings in hand Sean Storey coordinating
 - Prescott 2016 - Richard Penna coordinating briefing by Geoff
 - Trailer graphics to be applied by Carstylings designs in progress. Graham Moor
 - Training to be arranged. Geoff Spencer and Alan Johnson
 - Chris Mitchell to write procedure re trailer use
 - Alan Ross to arrange anniversary of go live event. Peter to liaise
 - Dash cameras for Cars – Richard Scholfield and Alan Ross to research into options
 - Camera to be procured for training bike – RS
- **Correspondence (if any relevant)**
 - None
- **NBB Strategy meeting. Format/Venue**
 - Peter/Chris
 - Venue Northumberland Building Rm NB313
 - Date and time 11 February 14:00 to 19:00
 - Light “Tea” to be procured - Chris Mitchell
 - IT guest log on requested
 - Format forward planning over 3-5 years
 - Agenda to be sent out by facilitator

- **Complaints**

- Two complaints relating to a member
- Richard Scholfield took over as chair of meeting, (to enable Peter Robertson to take any appeal).
 - Barry Bullas report regarding complaint made by member discussed
 - Procedure on Complaints does not fully cover complaints of this type. To be reviewed by Peter Robertson.
 - Cumulative issues re one member building towards “major” issue where risk to NBB reputation is very likely.
 - Previous formal/informal warnings have had no effect, -“ignoring”
 - No complaint needed, to instigate an investigation by the committee, just actions that may bring charity into disrepute.
- Second complaint regarding unauthorised IT system access, report from Mike Thompson considered
 - A proposal was made that
 - ***“Following the IT incident, and other cumulative events, that in the committee’s opinion were likely to or may have endangered the effective operations of the group and brought the charity into disrepute; to thank the member for his efforts and we, the committee feel his continued membership is not conducive to the good reputation of Northumbria Blood Bikes, and as such his membership is terminated”.***

The committee voted unanimously

For – 8 Against - 0 Abstain - 1. Peter (chair) not present.

The members access to systems to be removed, system passwords to be changed

A letter to be sent to the members home address, and copy by email from the Group Secretary, on behalf on the committee by 16:00 Friday, notifying formally of the committee decision, with a right of appeal to the Charity Chairman within two weeks of the letter being sent (08/01/2016)

All Uniform and NEAS key to be returned to Barry Bullas, and deposits returned subject to appeal.

- **Learning Points :**

- Members are reminded that they are given access to the NBB Information Systems, and other assets, that are appropriate for the roles they perform within the group and should not attempt to access NBB systems, or their features, beyond these roles unless given express permission to do so by a member of the committee.

- **Update on the members handbook conversion to policies and procedures**
 - Mike
 - NBB too big to not have fully documented procedures
 - No changes to systems etc until they are fully documented
 - Review documents on rolling basis before an embarrassing mistake happens
 - Information, how do member know about changes or what affects them. How its available e.g. hard copies in cars (BOB run and Hexham)
 - Test members on where would you find policy or information on x,y,z etc?
 - All committee agree to complete conversion to policies
 - Reformatting of website into tabbed pages to make information easy to find.
 - Tab to policies and procedures on Home Page?? (Mike)
 - Mike to reformat access to documents and information
 - Jo Moor to be asked to kindly conduct “audit” on policies and procedures information flow.
 - Person responsible for document, has “duty” to get it done
 - CM Meet Mike next Thursday to formulate a plan for conversion to policies, to be presented to February committee meeting
- **Social media Q&A using twitter Facebook**
 - Graham and Barry
 - Contact outside people re blood bikes, engage public
 - Graham to arrange
 - Tie in with 2 year anniversary
- **Bulk SMS messages**
 - Peter/Mike
 - SMS gateway, cost prohibitive to buy equipment
 - Possible use of Email to SMS external service, use groups eg riders, drivers etc, etc.
 - Text approx. 5p a text
 - If low usage , use “snowball” cascade, committee and others have group to cascade to????
 - All drivers/riders have phones
 - Use Drupel to tag groups to send emails
 - Mike to investigate best account, and write procedure on how to use it
- **Meeting Calendar proposal**
 - A proposal was made by Chris Mitchell to reformat the meetings calendar for 2016.
 - Discussion followed
 - Mike felt need for more committee meetings to get through business
 - Reschedule committee meetings?
 - Are extra meetings required , there are long gaps between current meetings
 - Committee meetings not best forum to prepare for open meetings.

- Proposal to – total 16 meetings - Committee meeting first Thursday of month, move open meetings to third Thursday. inc AGM – Agreed (it is accepted that some committee members may not be able to attend all meetings)
- Themed open meetings, eg: fundraising, rota issues, IT, coordinating etc etc, with speaker. Easier to prepare for
- Peter Robertson and Chris Mitchell to agree calendar and propose open meeting themes. Discussion on this at February committee meeting
- **AOB**
 - Steve Rawlings – Asked if ID cards for all members were available, answer YES. Members to contact Barry Bullas
 - Mike Thompson– 4 documents that go out of date in Dec and Feb require review
 - Committee photos on website. Mike to arrange
 - 8/9 Feb updating website for maintenance
 - Richard Penna – met with company making A1 film to feature NBB, cameras on bikes/cars, riders/drivers
 - Need suitable people, to be selected
 - Timescale end of Jan onwards
 - Follow a job through
 - Greggs Ltd site of 350 staff - to take on NBB as sponsored charity for 1 year, asked for list of expenditure (accounts), we supported XX for eg month.
 - Salary sacrifice forms, employer driven. Need to know provider, NBB need to register with same provider – RS
 - Publicity, talk, bike etc
 - Geoff Spencer
 - Jack Lorimer NAM President has died suddenly, Geoff requested to take a liveried bike to a memorial. Agreed
 - More riders have been seen wearing NBB jackets when not riding NBB bikes. Riders to be reminded not to wear them unless on an NBB bike, or on way to collect one – but then without ‘Blood’ badges. Also request that the NBB HV are kept clean as can get very dirty and in poor condition if used.
 - Barry Bullas Membership details now on committee section of website 80 members removed in last 30 days after membership survey, membership now 375
 - GNR – 15 places for runners 10 filled, 5 more needed. Interested runners contact Graham Moor
 - Chris Mitchell No items
 - Peter Robertson – Gary Annan asked for permission to organise a fund raising event jointly for GNAAS and NBB. Committee agreed pointing out that

members, in fact anyone may organise fund raising events for us. Gary to be asked to liaise with Graham as required.

- Graham Moor - Aviva want to get publicity on bikes
 - Coordinator training group to be established

- **Declaration of Confidential Items**

Meeting ended 21:10

Next meeting 4 February 2016