



## **Northumbria Blood Bikes Open Meeting 16<sup>th</sup> March 2017**

Committee Members in attendance:

Barry Bullas (Chair), Mike Thompson (Vice Chair), Graham Moor (Fundraising Officer), Sean Storey (Hospital Liaison Officer), Steve Rawlings (Rota Manager), Rob Wilkes (Membership Secretary), Alan Johnson (Fleet Manager), Geoff Spencer (Rider / Driver Training), Kirsty Lawrence (Publicity)

Apologies; Alan Kinghorn (ICT Officer), Monty Burton (Treasurer)

Welcome to first time attendees;

Ali Neasham joined as rider,  
Pete Just Helmets,  
Derek Henderson,  
Mick Yallop,  
Abi Reporting assistant

1. Minutes of last open meeting
2. Update on committee activities
3. Recognition of Contribution Awards
4. Q&A
5. Just Helmets presentation

### **1 Minutes of Previous meeting**

Minutes proposed by Malcolm Farley, seconded by Graham Moor

### **2. Committee Updates**

#### **Chair**

Abi has been appointed to help with newsletter and website, work going and being received well; helping to promote the work we've done over last 2 years.

Driving licence checks being introduced; paper licence no longer acceptable / valid.

Treasurer Role filled by Monty Burton; looking at new accounting software to track income / expenditure

Fleet Manager Role filled by Alan Johnson

Great North Run; 25 runners for NBB plus 25 from nationwide building society running to raise funds for us; will run as one team

## **Publicity**

Kirsty is attending evening chronicle tomorrow to follow up on wish tokens; great publicity for us. Have had a few articles run in EC

## **Vice Chair**

Recruited IT officer Alan Kinghorn. Website will be reviewed down time next Thurs to improve security should be running by mid-day but definitely before shift start

## **Membership Secretary**

48 new members for last quarter plus additional 3; 6 fundraising 26 new riders, 9 advanced, 21 drivers, 6 advanced; 16 shift coordinators.

## **Fleet Manager**

Thanks to Paul for help with maintenance of fleet; 10 bikes – 2 brand new FJR's being run in (1 training bike, one at Dobbies). In talks to replace Kangoo van (hoorah!), with Nissan, Lookers, Stratstone; all subject to funding – hope to have good news in due course

## **Rota Manager**

Thanks to all riders and drivers – no issues, generally good cover. Coordinators – more of an issue, hope to have more come April.

Yeti is now based at Spennymoor, Kangoo at Backworth as an additional vehicle. OLRS has been amended to include an extra line but will be further reviewed by IT officer. Names will be removed from OLRS with reference being made to location rather than name of car. Thanks to all for support, Susie for stepping in when extra support needed.

BB noted new riders jackets have been received should anyone be waiting on one. See SR.

Hospital Liaison; oncall clinician rota intro; potential to transport emergency clinicians – response to hospital request.

## **Fundraising Officer;**

Season underway, proper events have taken place over last weeks. New treasurer is looking at how we track collections and where it comes from, where it ends up including who counts, etc., Graham showed security tags which will be used to seal collection buckets from this weekend. GM will ensure plenty of buckets at each event; collectors need to record their names on website as attending event, this will help us to track who has been supporting events, who has collection buckets etc. John Clayton is picking up collection buckets on Saturday and delivering to Monty Burton new treasurer. Monty will count money 'til longer term solution is implemented. This will enable folk to support with shorter shifts at fundraising events and not have responsibility of counting and banking cash. GM posted on Facebook and has received lots of thoughts; he suggested we see how the interim process goes and review in a month or two. Money was found in a trailer which hadn't been accounted for so this will hopefully show that we're being as accountable as possible about donations. Monty is providing information with regard to finances.

GM also noted that we're holding lots of events and submitting funding bids; have had lots of offers of cash but needs to be justified; we don't need a new bike but can it be used for running costs / maintenance. Have to be clear what money will be spent on; everyone wants something tangible rather than to cover running costs.

Regular donations; as mentioned in newsletter, pushing to spend more - £1 per month regular donation via virgin giving. If we can get one or two people per month more to commit it will make a difference to the £5k running costs. Easy Fundraising; if you shop on line you can nominate NBB to receive a donation; small amounts but adds up. Thanks to all who've supported events; not possible without support.

### **Rider / Driver Training Officer**

Ongoing – 2 new riders out tomorrow, 4 Saturday; questions where everyone is? Blue light training to take place hopefully within the next 6 weeks. Widow Sons slow ride training will result in donation to NBB. Geoff is trying to organise social event around coffee morning /evening.

### **3 Recognition of Contribution Awards:**

Members were awarded with their recognition badges Bronze, Silver or Gold.

BB thanked everyone for their support and those who have yet to receive badges.

### **4 Q&A**

- **Is the 360 open to car drivers;**
  - yes. Colin will post on Facebook
  
- **New riders & minor bike issues i.e. oil top ups**
  - Need to publicise that oil can be bought on fuel cards
  - Discussion around awareness of what oil goes into what bike.
  - Alan Johnson Fleet Manager will think about how to address this as not all garages will stock appropriate oils.
  - Suggestion that spare oil be left in each location for top-ups. Alan Ross suggested placing one in back of cars too.
  - SR will include info in tech sheet for each bike.
  - Add information to tire pressure sticker?
  
- **Have we considered doing work for MH Trusts**
  - Hospital Liaison advises yes, awaiting SLA as they are separate entity from NHS Trust.
  
- **Feedback from the Clinician on Call – any take up.**
  - HL reports they have not had call yet.

- Clarification of process if vehicle not available within time frame; hospital to revert to their usual procedure (i.e. taxi).
- Do drivers / riders need to be blue light trained? no – anyone can do run.
- Indemnity should issue arise when drivers carrying passengers. Constitution states samples, notes, equipment, not people.
  - Query over blue lights when carrying doctor; doctors drive with green lights.
    - Lights refer to vehicle not passenger.
  - Constitution is what's registered with Charity Commission, is not law.
  - Vehicle insurance covers all passengers; not just members.
- Concerns over committing to provide this service when difficulties in covering shifts already.
  - Simply an additional 'job' not shift. We will provide transport if vehicle is available; no commitment to transport.
- Suggestion that we use electric car provided by NHS trust;
  - SR noted the Leaf has not been used due to logistics.
- To Clarify One way transport; expectation that they will make own way back from hospital.
- **Is Sunday run working without issue;**
  - HL believes yes no issues raised but if anyone aware of issues to raise with him and he will discuss with hospitals.
- **Online registrations user guide;**
  - can this be made more clear to enable members to find the document.
  - Register will be used for general registrations, not just events so that is why the user guide has a generalised name.
- **Can the events calendar be amended to show if a vehicle is booked for use.**
  - If anyone has volunteered to take a vehicle this will show but it will be more difficult to show which vehicle.
- Confirmation email for booking shifts = can this include html link so it can be slotted into personal calendars.
  - MT will ask Alan Kinghorn.
- New riders who've passed assessment with Geoff but are reluctant to cover shifts due to not knowing what to do.
  - Shadowing shift with Ronnie Paton available to everyone – have been available for past 18 months.
  - Anyone wishing to shadow, speak to SR / RP – RP has a list of riders willing to shadow.
  - Anyone wanting to join the list contact SR.
- Access to Receipts books?

- still to be collected from Richard Scholfield in short term; longer term being addressed hopefully with storage facility accessible to all.

### **For general knowledge**

- Charity's address has been changed; previously several addresses – now only one. Northumbria Water HQ is now our registered address for all postal correspondence. PO box will be retained in short term to ensure we do not miss out on any cheque donations.
- Debbie Paton will be spending time with new coordinators Saturdays / Sundays.
- Wansbeck Hospital; after midnight call switchboard who will arrange for someone to enable access. Coordinator can make call on driver's / rider's behalf.
  - Noted that for the Main entrance (via atrium); ambulance crews have code
- Would it be helpful if NBB have direct ward numbers? Night coordinators should get bleep number to call when driver / rider is arriving on site.

**Jakki to be given access to upload notes to members' library. Action**

**Procedure to be amended to log job as 'clinician on call' rather than 'other'. Action**

### **5 Guest Speaker**

A presentation from Just Helmets and demonstration of new helmets to the market was well received,

### **6 Meeting Close**

There being no other business, the meeting closed.