



Minutes of Committee Meeting
Thursday 5th October 2017 - 19:00 to 21:30
Asda Benton Community Room

Present:	Alan Kinghorn Geoff Spencer	Graham Moor(S) Michael Thompson(C)	Ronnie Paton	Steve Rawlings Rob Wilks
Apologies for Absence:	Monty Burton, Slassor Sean Storey	Alan Johnson	Kirsty Lawrence	Brian

No	Item	Action required
0	<p>Opening Comments</p> <p>MT welcomed RP to the meeting and to the committee as Vice-Chair.</p> <p>MT thanked GM for the help and assistance he had given while performing the role of Vice-Chair alongside his work as Fundraising Officer.</p>	
1	<p>Minutes of last meeting</p> <p>accepted as an accurate record and approved Proposed by: GM Seconded by: GS</p>	
2	<p>Matters Arising</p> <p>MT still to circulate responses from NEAS regarding working more closely with them</p> <p>All other incomplete actions carried forward to Action List</p>	MT
3	<p>Committee Roles;</p> <p>It was agreed that committee role allocation would be completed by correspondence since there were a significant number of absentees.</p>	All
4	<p>Annual General Meeting Review;</p> <p>It was agreed that all future AGMs (and Open Meetings)</p>	

	<p>would have a standing Agenda to provide an update from NABB. The most appropriate representative of NABB would be selected for each meeting.</p> <p>It was agreed that, in future, each committee member would be encouraged to give their own updates for their area.</p> <p>MT gave a (verbal) interim analysis of the results of the “post-it note challenge”. We had received lots of good feedback. The positives have 4 clear trends; uniform & vehicles, communicationss, feeling of self worth, good comments on organisation. However, the negatives had few common traits , and there were many which highlighted some gaps (where reasoning behind policy decisions made early in the charity’s existence were not made clear to newer members) that could be cleared up during inductions / training.</p> <p>MT to publish a fuller analysis of the results of the exercise.</p>	MT
5	<p>Committee, Policies and Procedures</p> <p>MT presented his paper on the reasons why NBB should be process driven.</p> <p>It was agreed that the three principles in the paper should be followed</p> <ul style="list-style-type: none"> NBB to maintain policies/procedures for all operations Policies and Procedures to be reviewed in a timely fashion Policies and Procedures to be prepared before changes to operations go live. <p>It was made clear that committee members are responsible for getting the documentation ready, not necessarily authoring the documents. To that end RW will contact JH to see if she is prepared to reprise the role as technical author.</p>	RW
6	<p>Complaints</p> <p>See Confidential Addendum</p>	
7	<p>Major Events</p> <p>Great North Run.</p> <ul style="list-style-type: none"> ○ The committee thank all our runners and those involved in the organisation of our Great North Run effort and note that the profit which is likely to exceed £10,000 was a fantastic effort. ○ GM to check with BB to arrange letter of thanks to the runners ○ Other noted individuals were Barry Bullas for organisation of the runners, runners vests and photoshoots; Kirsty Lawrence, Kirsty Downham for publicity and the NBB Cheering Point and support at the “Pasta Party”; Owain Harris for Liaison with Nova 	GM

	International.	
8	<p>Rota Update</p> <p>SR provided an update on bases to explain that from 7th October 2017 the North Shields base at Hawkey's Lane would replace the Backworth base as the operational base for shifts. The access procedures / videos / details for North Shields are already published.</p> <p>It was agreed that guidance would be issued to those booking a support shift to annotate their entries with details of the two full shifts in place at the time of booking. This would avoid misunderstandings where a full shift is subsequently cancelled.</p> <p>SR explained that over the previous six months NBB had been unable to support the Sunday "clinician run" between Freeman and RVI 33% of the time and this had been the motivation for introducing the 4th Vehicle on Rota on Sundays. It was noted that other ways addressing the issue were possible and the communications could have been better.</p>	SR
9	<p>Service Extension</p> <p>See Confidential Addendum</p>	
10	<p>ICT Report</p> <p>AK talked through his negotiations with TSO around web hosting explaining that different views were expressed by different staff at TSO. It was agreed that since the website was central to NBB operations AK should renew the current contract, at the appropriate time, while an upgrade (or another host) is finalised.</p> <p>AK asked for volunteers begin testing the new membership application / management procedures. RW, MT, GM agreed to help.</p>	AK/RW/ MT/GM
11	<p>Committee On Call</p> <p>AK expressed the view that procedures / expectations for the committee member on call were not clear.</p> <p>MT noted that the on-call rota had been updated to include RP and that all committee members should check the rota to see where their weeks on-call had changed.</p> <p>MT suggested that he would work with RP in and they would develop an "on-call pack" to be reviewed by committee.</p> <p>RP asked about being 'on-call' and on duty at the same time. It was explained that it should not happen but that it</p>	MT/RP

	was common for committee members to swap on-call shifts (or on-call weeks) to accommodate other commitments.	
12	<p>Newsletter Proposal</p> <p>KLs newsletter proposal was approved</p> <p>It was agreed that each committee member would have individual conversations with KL about the information that should/could be provided.</p> <p>It was agreed that every effort would be made to automate the production of the reports.</p> <p>MT suggested an alternative timetable and it was agreed that the target would be to produce the reports in time for committee meetings for review/discussion where necessary and then published in the newsletter.</p>	KL/All
14	<p>NABB Meeting</p> <p>The next NABB National Meeting will be held on Sunday 29th October 2017 at Stonebridge Golf Club, Somers Rd, Meriden, Coventry CV7 7PL, Junction 6 M42; only 2 miles from Birmingham NEC. Volunteer to attend required.</p>	All
16	<p>Date and Time of Next Meeting</p> <p>Thursday 2nd November 2017, Community Room, Asda, Benton - 7.00pm</p> <p>NB: December Open Meeting will be 14th December (Not third Thursday) due to the proximity to Christmas. Location to be confirmed but in the Durham region.</p>	
17	Meeting closed at 21:30	

Chair / Vice Chair Print Name:

Date:.....