



# Northumbria Blood Bikes Northumbria Blood Bikes

Annual General Meeting

Thursday 3<sup>rd</sup> September 2015 19:00hrs  
Ellison Building Ellison Place Northumbria  
University Newcastle upon Tyne NE1 8ST

## **Welcome**

- Peter Robertson (Chair)

## **Attendance**

- See appendix 1 for scanned list of attendees (those who signed in).
- 43 Member signed in

**Apologies for absence received** – Peter Kippax, Robert Powell, Peter Kelly, Malcolm Farley, John Parrish, Kirstie Down, Paul Gilligan, Alan Johnson (on duty), Paul Gilligan (on duty), Mike Thompson, Andrew Coxon, Peter Gosling, Allan Thompson, Simon Rycroft, Marian Atkinson, Rachel Hawes and Andrew Lee. If I have missed anyone, please accept my apologies.

- 8 new members, attending their first meeting, introduced themselves. Welcome, we all look forward to working with you.
- The chair presented the minutes from the 2014 AGM, No issues were raised, and these were accepted by the membership present unanimously. Proposed and seconded by PS? and S Lan? (my bad writing in notes, can anyone recall?)
- No matters arising were noted that were not covered in the agenda

- Dr Rachel Hawes, was unable to attend to give her presentation due to illness, Sean Storey (Hospital Liaison) to provide summary later in the meeting. We all wish Rachel a speedy recovery.
- The chair summarised the annual review report (hard copies available at meeting, and posted on the website). No questions were raised from the membership present.
- **Treasures report**, (Richard Scholfield) was presented, (hard copies available at meeting, and posted on website). Accepted by the membership, proposed and seconded by C Powell and S Richards.
- **Elections to the committee**
  - The pro tem Secretary Chris Mitchell, took over the meeting to explain the election process and the candidates (hard copy available at meeting, posted on website/facebook and sent to every member by email.
  - No objections were raised from the membership, therefore the committee was duly elected.
  - Committee membership
    - Chair Peter Robertson
    - Vice Chair Alan Ross
    - Secretary Chris Mitchell
    - Treasurer Richard Scholfield
  - General Membership
    - Graham Moor
    - Sean Storey
    - Michael Thompson
    - Geoff Spencer
    - Steve Rawlings
    - Co-opted Barry Bullas
  - The next committee meeting will be Thursday 1<sup>st</sup> October @ 19:00hrs (venue tbc).
  - At this meeting committee roles will be confirmed and Trustees elected and confirmed.
- **GNAAS Summary** by Sean Storey, in the absence of Dr Rachel Hawes.
  - BoB has been in operation for 30 weeks to date
  - The blood has been used 20 times
  - 100% reliable service from NBB, thanks to the efforts of our members.
  - A full detailed update, will be presented by Rachel at our December meeting.
  - GNAAS share, as far as they can details of the BoB operation on their Facebook page, which we in turn post on our NBB Facebook.
- Alan Ross presented a visual summary of recent NBB activity at events, some 72, over the last 12 weeks. This has only been made possible by the enthusiastic efforts of our membership, for which a heartfelt thank you, seems inadequate; we have come a long way very fast in the last two years!
- A short break, to allow discussion, before the open session for questions and comments.

- **OPEN DISCUSSION**

- The feeling is that the Website is becoming increasingly complex and information is difficult to find, also the format has become dated since its creation and is in need of a revamp.
  - This has been recognised, work is happening in the background to review the website format and how it is used. As this is key to a lot of the information systems we use, it has to be carefully considered to ensure integration. Our ICT Officer and Webmaster is coordinating this, and will pull in resource and expertise from the membership as required. Stuart Marlow, amongst others expressed interest in assisting as required, they are professional web designers?.
- Questions were asked regarding the use of the Van (Kangoo) for fundraising events
  - Agreed that the Kangoo, is the default load carrier for events, the keys are in the key safe at Richard Scholfield's house, where the Kangoo is presently stored. As always arrangements for vehicle use to be coordinated with Richard.
  - As with all of our vehicles, an advanced driving qualification is required.
  - To make best use of this vehicle, we need people to volunteer, as always to take and retrieve equipment to and from events!
  - The large exhibition trailer, is not really a suitable load hauler, it intended to use it as a display stand at appropriate events. Due to the weight and size of the trailer, a training course on towing and setting up is being devised. Only certain drivers with the appropriate classification on their licence will be able to drive, this is being researched.
- Induction of members
  - An induction pack is being written and produced to provide information for potential members and for specific roles e.g. drivers, riders, coordinators etc.
  - A monthly induction event is planned, details will be made available when finalised.
- Hexham Run Rota
  - Steve Rawlings gave details of a new dedicated rota for this. Anticipated to be 19:00 to 22:00, with the option to stay on shift.
  - The bike to be used will be the current "BoB" bike (currently at Netherby)
  - The bike must be returned to base at the end of the shift, to allow further dayshift use as required.
  - Date and full details to be announced.

- New bases.
  - New locations are constantly being considered, Backworth NEAS station, is to be used as storage for a standby bike. Full details to be announced by Steve Rawlings
- Concern was expressed that the “South Bike” very often covered the “North” area of the region; and that riders are affected by fatigue due to the distances covered.
  - The simple ethos is “If you feel you are not fit to ride or drive, stand down, inform the Shift Coordinator” “STAND DOWN ..... BE SAFE”
  - A contributory factor to this was considered to be the Security Centres lack of geographical knowledge, contributing to increased mileages
  - Riders and Drivers were reminded that they have the right to challenge any job they are tasked with if they feel it is in appropriate/ unsafe.
- Discussion on “why riders/drivers/shift coordinators do not take up shifts.
  - “general discussion with no one reason”
  - Increased work load
  - Decreased motivation?
  - However a small working group has been formed to try and increase membership participation across the whole of NBB.
- Question asked regarding the need for a 3<sup>rd</sup> year assessment ride/drive.
  - This requirement is under review, led by Geoff Spencer and Chris Mitchell.
  - It is felt that this assessment is a learning opportunity for the individual.
  - Feedback will be available shortly.
- Driving Licence check
  - As the paper counterpart is no longer required, a % check of all licences will be carried out electronically, led by Michael Thompson
- Bases/locations for new vehicles/bike and rotas
  - This is under consideration and development, led by Steve Rawlings and Richard Scholfield.
- Buddy System
  - This to an extent will be replaced by the new induction process, how it will operate has not been finalised as yet. This is being led by Steve Rawlings and Barry Bullas.
- HV for Drivers
  - This will be discussed at the next Committee meeting
- Sponsored Events e.g. “Boundary 500” etc
  - Graham Moor is happy to consider any event to raise funds for NBB, however is unable to organise all of them. Volunteers are required.
  - Kirstie is happy to assist with “human” events, an area she has experience with.
- Leaflet for hospitals to raise awareness of NBB
  - Richard Penna, is working on this issue
- Bike/Vehicle Based Rotas

- This is being considered and may be developed, led by Steve Rawlings and Michael Thompson.
- Newcastle Health trust are bringing on line a new “job booking system”, which gives NBB as the courier of choice as the first option to trust staff. When this goes live, we anticipate an increase in work load. Sean Storey is the lead for this.
- Merchandising items for fund raising
  - It is not cost effective or best use of resources for NBB to buy and hold stock of these items.
  - Graham Moor has identified a company based in South Shields who will be “licenced” to produce NBB clothing, a percentage of the cost will be returned to NBB. Details to follow.
- Regular Giving
  - Graham Moor encourages members to ask at their employer about payroll giving.
  - When buying online members were encourage to sign up for “Easyfundraising” it is quick and easy and will produce revenue for NBB.
  - It is hoped to roll out a regular giving campaign to encourage 1000 people to give £1 per month, Graham Moor is leading on this.
- Talks to organisations
  - Richard Penna asked for members to help deliver short presentations to organisations to raise awareness and potential donation. Anyone interested please contact Richard.
- The meeting closed at 21:00, with thanks to everyone involved in NBB for their efforts in moving us on to be a successful organisation in the last year.

**Meeting closed**

## **Appendix 1 - Attendance register**



# Northumbria Blood Bikes

Annual General Meeting

Thursday 3<sup>rd</sup> September 2015 19:00hrs

## ATTENDANCE LIST

PRINT NAME	SIGNATURE
CHRIS MITCHELL	
STEVE RAWLINGS	
GRAHAM MOOR	
SEAN K STOREY	
RICHARD SCHAUTEN	
BARRY BULLAS	
ALAN ROSS	
RICHARD PENNA	
Peter Robert	
GOFF ADDISON	
JOHNNY KORN	
COLIN DOWNIE	
M. HILTON	
J RICHARDSON	
M RICHARDSON	
Ian Young	
PETER MCKEON	
MATT DUNNIN	
KIRSTY LAWRENCE	
CHRIS BOLTON	
RONNIE PATON	
ALAN JOHNSTON	
DAVE LUCAS	





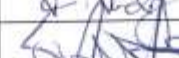


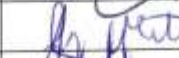

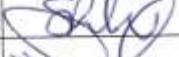


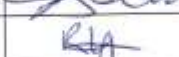
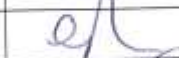

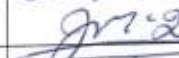
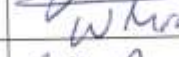
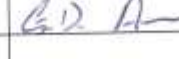



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## ATTENDANCE LIST

	PRINT NAME	SIGNATURE
	CHRIS MANN	
	STEPHEN HODGSON	
	STEPHEN WINN	
	ROSS MACKENZIE	
	Ken Kelly	
	Ian Hunter	
	ANDREW WATSON	
	PHIL VALES	
	GERAINE MITCHELL	
	STEVEN MURPHY	
	STUART MARLOW	
	MALCOLM CRAMMAN	
	Brian Sloan	
	GARY SAUNDERS	
	Rachael Stassor	
	CRAIG MOODIE	
	ALAN JOHNSON	
	JOHN McQUADE	
	WILF MORRICE	
	GARY ANNAN	