



Minutes of Committee Meeting
Thursday August 03rd 2023 at 18.30.
Online via Teams.

Present:	Mick Redpath (MR) Jason Cooper (JC) Suzanne Hitchinson (SH) Stephen Winn (SW) Ria Burnett (RB) Alan Kinghorn (AK) Tiger Taylor (TT) Alan Johnston (AJ)
Apologies:	Kirsty Lawrence (KL) Sean Storey (SS) Alan Johnson (AJ2)

No	Item	Action required
1.	Minutes of July Meeting Proposed: MR Seconded: RB	Agreed
2	Action List. MR went through the list. <ul style="list-style-type: none"> ● BOB Car still under review. ● SLA for Milk Run. RB still waiting for this. Email sent 2 weeks ago and awaiting a reply. ● NEAS Key review. Audit completed still trying to cross reference key numbers for past members which will take some time. ● Membership Survey feedback discussed at the last meeting. Non return from survey access is restricted from OLRs etc. ● Events Assistant. TT for next meeting. 	JC RB RB Closed. TT
3	Committee Updates. <u>Secretary.</u> <ul style="list-style-type: none"> ● <u>NEAS Key</u> and uniform collected following a member leaving. Details recorded on Milestones. Reason for leaving discussed. JC enquires if ID cards had been returned, these were not present. RB agreed to chase this up. TT suggested that possibly Doreen send a thank you card with a polite request for return of ID. Note following this meeting AJ discussed this with RB as he felt that the request should not come from Doreen and it was a committee role. We agreed that RB would do this. 	RB

Training.

- Very quiet. Since July we have had 4 people complete inductions. 1 has written to advise he has had family issues. SW agreed to hold for a 6 month period. No one ready for shadow shifts at the moment. There has been an issue with some DRB checks coming through. MR explained the process and the confidentiality aspect. AJ2 has chased a number of these up with no replies received. SW to speak to AJ2. 14 people have come forward reference Observer Training. Discussion followed as to the amount of applicants and geography of applicants as well as the needs of NBB. SW to compile a list with locations for further discussion. SW to also set up a SLAC Channel.

SW

SW

Fundraising.

- No major updates and everything is pretty much in hand at the moment. TT has a skeleton crew for Stormin weekend event. TT awaiting addition to the events calendar for volunteers wishing to come for the day. Queried if the events van would be available from KL. We have 2 parking spaces available so would need registrations. MR advised that the van should be available for this. Discussion followed as to the unsatisfactory job that had been done. Jim Robson would like a committee member present when it is ready for collection on the 11th. This was agreed and TT will go. Also speak to AJ2. TT asked if the vehicle was to be based at West Denton. MR confirmed it was.

TT

Fleet.

- We have a bike that has a head gasket gone, authorised for repair. Paul Curran and JC have been updating policies in relation to collecting vehicles from bases. Procedure redone for Netherby Drive, this can be uploaded.

Publicity.

- KL updated, the Gift Of Life ride went really well. KL got the chance to speak to Hawthorn Logistics and we are now able to have a trailer with NBB livery due to a cancellation. 360 challenge running smoothly. Another card machine has been ordered today, this will help to reduce requests for dual events on the same day. (Price has been reduced) Things have been busy.

TT

Membership.

- No major updates. SH has a long waiting list for people awaiting instructions for IAM. No word back from IAM. TT discussed a code that was to be provided. TT will dig out discount code and send ling for a voucher. This may make life easier. There are roughly 37 people some of who have requested observer training. 4/5 have requested ROSPA which is really complicated for applying SH suggested members do this themselves and be reimbursed. MR has spoken to Cleveland and agreed that they have more instructors.

Members join a local group which is £15 and claim back. This includes their 1st year Rodar membership. Also test fee which includes VAT.

Rota.

- As everyone is aware we have struggled for cover recently. This is a busy holiday period. A lot have agreed to split shifts. Hopefully things will improve. RB spoke to a few potential members at the coffee morning who seem keen.

ICT

- We currently manage and maintain our IT systems either by support offered by the vendor, when an issue occurs; we contact the relevant support and report the issue, VL being an example.
- The website / OLRS is maintained and users supported by the ICT officer and aux assistants. As we know members can leave the organisation without notice for a variety of reasons, potentially taking any relevant knowledge and skills with them. This would leave the charity operation vulnerable. AK feels that he won't be able to remain in post for the long term. The website contains all our membership records, shift bookings and job logging. The maintenance of these systems / applications has been down to AK and more recently with assistance from other volunteers. Recruiting assistants has the issue of investing in time to train them without any guarantee of long term commitment. We recruited ICT assistants some months ago and only 1 remains.
- AK suggested we consider an alternative approach to ICT maintenance / support that would guarantee access to the skills and knowledge to maintain systems and in the case of a failure be able to respond in a timely manner. AK has spoken to a company familiar with the applications and systems we currently use and are planning to use and is willing to quote based on our requirements. The cost for a company to upgrade our systems would be extortionate; however access to support during development would greatly speed up the process and reduce personal time spent on the projects. With the right support in place, a volunteer looking after ICT would be minimal compared to now.
- AK requested agreement to approach the company for discussion.

Publicity.

- Blood Bike day Friday 11th August. The theme is 'partnerships' Apart from other groups, GNAAS, hospital trusts and milk. Any other suggestions contact KL with details.
- KL has looked at various advertising options and feels we need to invest in some paid advertising.
- Royal Mail – postal advertising with our volunteer advert leaflets. Postcodes within 5 miles around our bases. Blucher 270 addresses costing £16.47. Morpeth 1998 addresses costing £131.85. Netherby 5441 addresses costing

AJ to hand laptops over.

Agreed.

	<p>£318.24. North Shields 17501 addresses costing £1023.63. Sniperley 6716 addresses costing £443.19' South Shields 26282 addresses costing £1537.24. Spennymoor 11016 addresses costing £11016. West Denton 23384 addresses costing £1367.73.</p> <ul style="list-style-type: none"> ● Radio. Local Heart and / or Capital Radio £5000 plus £750 to create audio, Bauer Media (Metro) 1 week of adverts reaching 225,062 listeners £1400 plus VAT. Greatest Hits Radio 1 x week reaching 40.149 £225 plus VAT. Digital audio allows targeting across all 27 plus channels 12 per 1000 listeners, Creative Ad script writing, voiceover music £450 for 12 months usage. Spotify targeted advertising with free creative and production min 3250 and can alter targeting throughout the campaign plus live analysis. ● Bus Stops. County Durham £200 per bus stop for 2 weeks. ● Roundabout. Single site 12 months, shared with 3 other advertisers £996.45. ● KL requested that we agree £3000 and reminded we can reclaim VAT. <p><u>Vice Chair.</u></p> <ul style="list-style-type: none"> ● AJ2 has been working with Barry Bullas to look at base usage (not including Hexham or BOB car) Bases are correctly located with confirmation for riders and drivers address lists with appropriate drive times to base locations of 15 minutes. Least used bases in the last 12 months are Morpeth, Blucher, Netherby and Spennymoor. Most active are Sniperley, South Shields and North Shields. 1 recommendation at the moment to possibly locate a car in the Morpeth area as this may be helpful for riders wishing to switch to drivers in bad weather conditions. Suggestion that we look at grants funding of around £25k to facilitate this. TT to look in to this. JC to add this to his think list as to a location and suitable vehicle purchase. MR suggested possibly a new vehicle not necessarily 4WD and we can reclaim VAT. <p>Complaints None received.</p> <p>Major Events.</p> <ul style="list-style-type: none"> ● AGM next month. ● Blood Bike Day. <p>AOB</p> <ul style="list-style-type: none"> ● RB discussed an email from Paul Curran in relation to Heaton Road GP surgery incorrect post code. Should be NE6 1SA. RB to pass on to SW. AK thought Mike Thompson has done this. Checked, this has been done. ● MR from an AGM perspective on checking JC and SH are due to stand down and for re-election. SH thinking about this. JC to stand. ● Shift discussions, MR not sure what can be done about this other than the short Hexham run. Should we ask this shift to stay on and assist in the 	<p>Agreed</p> <p>TT JC</p> <p>Updated.</p> <p>SH</p> <p>MR RB</p> <p>MR</p> <p>RB</p>
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Newcastle area? Agreed if the rider or driver was willing and able to do so for example 23.00. MR to send an email.

- Policies and procedures previously discussed. Paul Curran working on the hand book. All agreed. MR to ask Paul what needs to be changed and discuss with AK.
- RB asked about a previous discussion / job descriptions as there are items she is not responsible for. RB to check and speak to MR.
- AK asked that when he looks at castings for potential outsource for ICT would anything be available grant wise to assist. TT will look at this when the time comes.

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	<p>Date and Time of Next Meeting Durham University 05th September 19.00 hrs.</p>	
	Meeting closed at 19.52	

Chair / Vice Chair Print Name:

Date:.....