



Title: Notes of Committee Meeting: 4 August 2016, Gold Room, Monkton Ambulance Station

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Date: 5 August 2016

Version: 1.0

1 Present:

Richard Scholfield; Barry Bullas; Steve Rawlings; Graham Moor; Kirsty Lawrence; Debbie Paton; Geoff Spencer; Mark Leslie; Sean Storey; Mike Thompson; Peter Robertson (Chair)

2 Apologies: Chris Mitchell

3 Welcome – Peter welcomed Mark to his first meeting. Richard said that there was an in-depth handover.

4 Notes of last meeting:

- a. Support for Andromeda – GM to produce list of what needs to be done
- b. Videos: Kirsty to arrange for 'talking heads' at the AGM and for videoing to also be conducted on a Saturday - looking at operations and events.
- c. Boxing Day – ladies only shift – not sure whether there will be sufficient cover to do this
- d. Registration for fundraising events to be within calendar – Graham to write user guide and Mike to ensure system meets these needs.
- e. Second owned car (Yeti):
 1. higher spec light bar to be fitted. Base not yet finalised.
 2. Any changes to OLRs to be publicised before they are enacted. This gives members sufficient notice to understand/accommodate the change when they are booking in advance. It also gives Mike time to prepare the changes. A couple of weeks should be considered the minimum period.
 3. When events are taking place that require the trailer then priority is for one of our cars to be available to tow it – so a max. of one available for shifts - except during inclement weather, or as determined by the rota manager or fleet manager. Otherwise both NBB cars are available for normal operation duty.

5 AGM(s)

- a. AGM of 'old' charity should be straightforward, presentation of reports etc.
- b. New Charity:

1. new constitution requires election of whole committee. Discussion on how to do this whilst making it clear which role candidates feel able to do and prefer to carry out. Peter to speak to Secretary to agree a system where members do get a chance to express view as to who should be Chair, Vice-Chair, Treasurer and Secretary (at least).
 2. Final papers need to go out to members by 1 September so need to get notice and request for committee nominations etc out by c.12 August.
- c. Agreed to invite Steve Darby to speak to meeting – after elections etc – on Advanced Training. Geoff to speak to Steve.

6 Policies and Procedures

- a. Still a number outstanding that need to be written. Peter emphasised how important it was that these be completed and repeated his offer of help as the pre-existing Handbook and Briefs are increasingly out of date.
- b. Richard is about to circulate a Virtual Number Procedure.

7 Transfer of Assets

- a. Contact from the Charity Commission had specified that to close the 'old' NBB charity and transfer the assets to the 'new' charity we have to:
 - give details of the assets (and any liabilities) to be transferred
 - confirm that we have followed the rules in charity law and our governing document
 - explain how the transfer is in our charity's best interests
 - set out how many of the trustees of the transferring charity are also trustees of the receiving charity
 - check that the commission has the latest accounts of the unincorporated charity and, if not, provide a copy of these

Once the transfer has gone ahead, we need to apply to the CC to remove the unincorporated charity from the register.
- b. The Member's Meeting on March the Members unanimously approved a motion to "*change the legal status of Northumbria Blood Bikes from an Unincorporated charity to an Incorporated charity (C.I.O)*".
- c. The committee voted unanimously to transfer the assets of the unincorporated charity (#1152745) to the C.I.O (#1166689) as set out at 30 June 2016, the normal end of the 'business year' of the charity.
- d. The reasons for the change of status to an incorporated charity were unanimously agreed to be that:
 1. It gives the charity greater opportunity to potentially engage in 'commercial' type activity, and
 2. It gives protection to the members from the unlimited liability which exists in the unincorporated charity.
- e. Chair, Treasurer and Secretary to ensure that the C.C. rules are properly followed to achieve the closing of the 'old' charity.

8 Social Media Policy

- a. Steve proposed that the current Policy be amended to give more flexibility saying that although there should be no photos taken in / of bases or of NHSBT premises photos would be allowable on hospital premises if there were no identifiable staff or members of the public in the photo(s).

- b. Discussion on whether it was safe to publish photos which revealed where our vehicles were and on whether this suggested amendment would be acceptable to hospitals given how many hoops we have to jump through to get permission to take photos on hospital premises as a group. Sean to check out the hospital's views.

9 Coordinator Recruitment and Training / Update for Members / Following Up Leads

- a. A number of new members coming forward to help
- b. Training sessions on 6 August. Good attendance anticipated.
- c. Update given on 'leads' for organisations that might replace the SC from members.
- d. Significant issue identified trying to cover the 1a.m. to 7a.m. slot, felt we did need support for an outside organisation here in the short term at least.
- e. Agreed that the idea of riders / drivers taking calls themselves was not acceptable for H&S reasons.
- f. Agreed not to permit half co-ordinator shifts (i.e. 3.5 hours)
- g. Debbie asked for agreement that a further update go out. Agreed.

10 Awareness Day

- a. Car and Trailer in Times Square – still needs to be resourced
- b. Full day members drop in in CforL café
- c. Press releases to go out.

11 AOB

- a. Half Rider / Driver shifts
 1. Steve indicated that he thought that the 7pm – 1am period was now very busy and that the aspiration for 3 bikes / cars on shift was proving difficult to achieve and that therefore allowing half shifts should be considered for that period.
 2. Considerable discussion of logistics and possible implications for filling full shifts.
 3. Agreed that the points in 2, above be considered by a sub-group and proposals brought back to the committee. Steve, Mike and Graham volunteered.
- b. Committee Emergency Number:
 1. Discussion around recent incident where no one had picked up when the number had been called.
 2. Agreed that we should move to a system of a weekly rota for each committee member to be the main contact person via the number.
 3. Mike to come up with a rota and also a procedure, including how to avoid any call being diverted to a voicemail.
- c. Sean has meeting with one of the Mental Health Trusts scheduled to discuss our supporting them.
- d. Rider / Driver handover times: a number of riders are 'clocking off' early to return vehicles to bases by shift finish time. On occasion this has meant no one available to take jobs eg from 6.30 – 7.00. Co-ordinators to discuss with those on shift how cover to end of shift will be maintained on a case by case basis.
- e. GNR: now 24 running for NBB (and 5 for NABB), tee-shirts to be provided.
- f. A number of potential riders / drivers are not turning up for scheduled assessments with Geoff. Agreed we needed to consider a way of ensuring greater commitment from those coming forward to volunteer and target reliable people.

- g. Web forms – The website can host webforms similar to google forms however we get more control over the form as we can restrict it to members only (or groups thereof) and we can automatically record members details. Further we get a much more standard 'look and feel' for the forms. Mike can produce forms quickly and can show anybody who is interested how to set them up.
 - a. Also, whenever we want to publish any external URL (not just google) it is better if we issue a url of the form
www.northumbriablodbikes.org.uk/yourmessagehere. Redirects (as they are called) are easy to set up, and Mike can set them up quickly if asked.

12 Next Meeting: 1 September 2016