



Minutes of Committee Meeting
Thursday 4th April 2020 - 19:00 to 20:15
Online Team meeting (due to Covid 19)

Present:	Graham Moor (GM) (c), Ronnie Paton (RP), Tiger Taylor (TT), Gary Annan, (GA) Stephen Winn (SW), Alan Kinghorn (AK), Sean Story (SS), Chris Mann (CM)
Apologies for Absence:	Julian Brown, Alan Johnson, Kirsty Lawrence, Ken Tait.

No	Item	Action required
1.	<p>Minutes of last meeting</p> <p>accepted as an accurate record and approved Proposed by: CM Seconded by: TT</p>	
2	<p>Action List / Matters Arising.</p> <p>Storage container for West Denton. TT stated that she was still waiting for her card and would purchase one when she received it. GM stated that the cards were on the way.</p> <p>Job Logger. AK stated that the job logger was waiting to be tested.</p> <p>From sign up to leave. RP said that a flow chart was in the January folder.</p> <p>Tesco Car. As the car had been purchased, this could now be closed</p> <p>Membership Renewal. RP stated this was now closed.</p> <p>RVI room. As the room has now been sorted, this was now closed.</p> <p>Gazebo. These have now been purchased, so this item is now closed.</p> <p>Confidential. See confidential Addendum.</p>	RP

	<p>Forum plug in removal. AK to update in ICT.</p> <p>Web upgrade. AK to update in ICT.</p> <p>Stagecoach mugs. TT was waiting for card to purchase these.</p> <p>Committee meetings venue. GA has approached St Johns ambulance service , with a view to use their base at Bensham/TVTE.</p> <p>GNASS Air Base. CM stated that he had made initial contact with Bloodrun EVS regarding hand overs for the BoB run when GNASS eventually move to their new base.</p> <p>Radios. RP stated that the kits had been received and he was in the process of creating the user guides. He was hopeful that they would be rolled out before the end of April.</p>	
3	<p>ICT Standing Item. AK gave the following updates.</p> <p>1) Virtually Local have indicated further interface changes and updates. AK was worried that we would get little or no warning of this, which may cause us some problems. He stated that if absolutely necessary , we still have a skype number to fall back on.</p> <p>2) Job Logger was in hand, but still needed to be tested .</p> <p>3)website hosts. After initially going onto monthly payments, in readiness to move to new hosts, AK has reverted to the yearly subscription, as this is cheaper and it now looks unlikely a move would take place soon in the current climate.</p> <p>4) Forum plug in removal. AK stated that the current forum was a lot of work with minimal use. GM said it was usually the first port of call for new members. RP pointed out that It had been agreed in a previous meeting, to ask the members if they would like to keep it or not.</p>	<p>AK</p> <p>AK</p> <p>AK</p>
4	<p>Complaints</p> <p>Confidential</p>	
5	<p>Major Events</p> <p>TT said that because of the CV19 pandemic, no events will be taking place in the near future.</p>	<p>TT</p>

	GM suggested a conversation to discuss possibilities for the June open meeting	All
6	<p>Covid 19.</p> <p>GM asked how we thought we are coping with Covid 19.</p> <p>RP stated that all notifications had gone out, and that the rota was in good shape thanks to volunteers having more time. He stated that the only problem we may come up against, would be funds. GM assured him that the charity was in a healthy financial position.</p> <p>AK asked if we could header our post, issued on social media, so that it could be seen at all times. GM said he would contact Kirsty to arrange this.</p>	GM
7	<p>March open meeting details</p> <p>As the March open meeting didn't take place due to the covid 19 situation, it was suggested by RP that we should get whatever information we had for the meeting, out to the members. GM suggested that instead of the normal email, we should maybe try a short video presentation . GM to investigate possibilities.</p> <p>It was mentioned that a volunteer had put forward some questions for the open meeting and that GA was to collate the information requested.</p>	GM GA
8	<p>Radio Replacements</p> <p>covered in matters arising.</p>	RP
9	<p>DBS Checks</p> <p>GM stated that NABB has put forward to all groups, that trustees should be DBS checked. It was agreed to have all our trustees DBS checked, then discuss the possibility of having them for all members.</p>	
	<p>AOB</p> <p>AK asked CM & SS if they could access a link to the GP run page. CM said he will get round to trying it.</p> <p>SW said he has places lined up for inductions on a weekly basis when the present emergency is over.</p>	

	<p>GA asked if we are to continue the committee meetings online for now. GM stated he didn't think we had much option. GA agreed.</p> <p>SS brought the committee up to date re stand down places for volunteers on duty. He stated that the Newcastle trust could not afford us the use of a portacabin as the site it was to be placed, could no longer be used. However, the trust have offered us the use of one of the flats at the Freeman hospital, for the next three months. A key for the flat will have to be signed out by our volunteers and returned by the end of the shift. Social distancing must be adhered to at all times.</p> <p>He also stated that volunteers do not need to get signatures from lab staff, just print their names in the signature column. If there are any concerns from volunteers regarding social distancing within the labs, they should contact him directly, and he will look into it.</p> <p>It was pointed out that GNASS will probably not be moving into their new base in the near future, and also that the Newcastle trust have stated that they will be recruiting their own volunteers to help with logistics, rather than using outside groups.</p>	
	<p>Date and Time of Next Meeting</p> <p>Thursday 7th May, 19.00hrs – 21.00hrs online via teams due to the covid 19 pandemic.</p>	
	<p>Meeting closed at 20:15</p>	

Chair / Vice Chair Print Name:

Date:.....