



Minutes of Committee Meeting
Thursday 5th Dec 2019 - 19:00 to 22:00
Asda Benton Community Room

Present:	Ronnie Paton (C) (RP), Chris Mann (CM), Tiger Taylor (TT), Ken Tait (KT), Kirsty Lawrence (KL), Stephen Winn (SW)
Apologies for Absence:	Alan Kinghorn. Julian Brown, Gary Annan, Sean Storey, Alan Johnson, Graham Moor

No	Item	Action required
1.	<p>Minutes of last meeting</p> <p>accepted as an accurate record and approved Proposed by: TT Seconded by: KL</p>	
2	<p>Action List / Matters Arising.</p> <p>None outstanding by those present</p>	
3	<p>ICT Standing Item.</p> <p>RP gave the following updates on behalf of AK</p> <p>Membership application form AJ and KT have requested the welcome email to be revised due to change in post holder, AK requires the information on what needs to be changed. AK suggests that simplifying the Welcome Email to include only the instruction for new members to setup their credentials and to contain links to the pages that will contain the new member information. This can be modified any committee member.</p> <p>RP also suggested that the membership application has a question asking “Where did you hear about us”</p> <p>GDPR McKeags have replied today (05/12/19) and they will be in touch W/C 9th Dec</p> <p>Web host</p>	<p style="text-align: center;">AK/KT</p> <p style="text-align: center;">AK/KT</p> <p style="text-align: center;">AK</p>

	AK is to provide a proposal to remain with Kualo, but to change to the fully managed dedicated VPS & Mail server	AK
4	Complaints Confidential	RP
5	Major Events KL stated that all the NBB Xmas cards will be sent out within the next few days, and that the cards for sale is going well Blood bike Santa event, all in hand and AJ is sending a notification to the trust ref the parking eye with the members taking their own bikes registration numbers. The committee would also send thanks to Reece Group (via Peter Kippax) for their kind donation of £2000 to help the purchase of additional presents for the Santa run, KL will be visiting various shops to purchase the presents. KL gave an update on the 360 challenge, informing the committee that John McQuade had decide to step away from organising this event. The committee would like to thank him for coming up with the idea and his help in getting the event in place. KL suggested that due to the weather conditions that event will be a bit later in the year instead of the 1 st Saturday after Easter.	KL AJ KL KL KL
6	Open Meeting Agenda A discussion was held about the process and some agenda items were agreed. RP also requested that all information on the presentation should be with GM by the Sunday (8/12) CM requested that we ensure that the treasures report is presented	All JB/GM
7	Job Logger update RP gave an update on the progress of the new job logger and informed that the work in progress will be shown to members at the open meeting.	
8	Sign up to shift revamp RP gave an update on the progress of the new sign up process. Requested that TT think about what she would like in the Fundraising workshop and to work with SW to write the training. RP is to send the process flow to all committee	TT/SW RP

	<p>AOB</p> <p>CM asked for authorisation to allow a member (driver) not to wear the required footwear due to medical grounds. This was agreed, as long as it was dark coloured footwear.</p> <p>KL Suggested that we stop using the term “Members” as we are all volunteers. RP stated that this was also how the charity commission suggested we refer to volunteers. This was agreed.</p> <p>KL gave an update that she had informed the Owen family of that the new bike naming</p> <p>KL asked about the status of the purchase of a car with the Tesco donation, as this donation had a time constraint.</p> <p>TT raised concern about volunteer safety after shift asking if we could put a system in place. After a discussion it was agreed that although a good idea it would be difficult to implement, for various reasons.</p> <p>TT reported that she had been approached by Cycle Sportive, that they would give us a large donation on the proviso that we provide marshalling. After a discussion RP stated that we require a lot more information on what they would like us to provide before we could approve the request.</p> <p>RP raised concerns that a member had an accident during a shift and no one on committee knew about apart from the update on Facebook.</p> <p>RP advised the new committee members of the process if someone had an accident.</p> <p>RP gave an update on the Andromeda tracking issue</p> <p>RP suggested that the location of the committee meeting should be changed to a more central and easier to get to location.</p>	RP
	<p>Date and Time of Next Meeting</p> <p>Thursday 9th January, Community Room, Asda, Benton - 7.00pm</p> <p>NB: Open Meeting – Sniperly Fire Station, 12th Dec 2017, 7.00pm</p>	
	<p>Meeting closed at 20:40</p>	

Chair / Vice Chair Print Name:

Date:.....