



**Minutes of Committee Meeting**  
**Thursday 6th September 2018 - 19:00 to 21:00**  
**Asda Benton Community Room**

Present:	Alan Johnson Ronnie Paton Sean Storey	Alan Kinghorn Brian Slassor (Secretary) Michael Thompson (Chair)	Graham Moor Steve Rawlings Rob Wilks
Apologies for Absence:	Kirsty Lawrence, Geoff Spencer		

No	Item	Action required
<b>1.</b>	<p><b>Minutes of previous meetings</b></p> <p>Acceptance of August minutes  Proposed by: Ronnie Paton  Seconded by: Rob Wilks  Minutes accepted as a true record of events</p>	
<b>2</b>	<p><b>Forthcoming AGM</b></p> <p>Committee reviewed the proposed Trustees Annual Report.  It was agreed to provide extra detail in the fundraising section. Graham to provide the text.</p> <p>The AGM documentation pack is to be published following the meeting, along with the members' formal notification of the AGM.</p> <p>The Accounts and Treasurer's Report will be published on 14/09/18, prior to the AGM, to give members an opportunity to review them ahead of the AGM.</p>	<p style="text-align: center;">GM</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">GM</p>

	<p>The serious incident that is to be reported to the Charities Commission will be reported to the members at the AGM as a statement from the Chair.</p> <p>All committee members are to prepare their report for AGM. Any PowerPoint slides to be used are to be sent to MT by 16/09/18 to allow time for them to be collated before the meeting.</p>	<p>MT</p> <p>ALL</p>
<b>3</b>	<p><b>Volunteer of the year</b></p> <p>Ronnie Paton recused himself from the voting as there was potential for a conflict of interest.</p> <p>Debbie Paton was chosen, from the volunteers nominated, to be Volunteer of The Year 2018</p>	
<b>4</b>	<p><b>Confidential Matters</b></p> <p>See Confidential Addendum</p>	
<b>5</b>	<p><b>Major Events Review</b></p> <p>Great North Run – it was reported that the committed funds from runners means the event is already making a profit. Further funds are likely be received after the event.</p> <p>Blood Bike Santas - SR and KL to make a start planning the Blood Bike Santas event for 2018</p> <p>This year we will include Durham / Darlington as well as Newcastle.</p> <p>The ride will be restricted to advanced riders and drivers only.</p> <p>BB Uniform may be worn for the event but only while in the procession from the meeting point to the hospital.</p>	<p>SR/KL</p>
<b>6</b>	<p><b>Other URGENT Business</b></p> <p><b>Open Meeting</b> - December's Open Meeting will be held on 13th</p>	<p>BS/RW</p>

<p>December (2<sup>nd</sup> Thursday not 3<sup>rd</sup> Thursday) at Greenside club. Rob will confirm the room booking .</p> <p><b>Subject Access Request:</b> Alan K needs all e-mails from committee relating to the SAR to be forwarded to him by no later than 17th September for us to respond within the legal timeframe.</p> <p>Alan K requested a cover letter for the SAR from the Chair.</p> <p><b>Unpaid Fuel Bill:</b> Alan J will contact West Denton filling station regarding an outstanding fuel bill that has been reported to us.</p> <p><b>Christmas Party:</b> This is now most likely to be held at Derwent Manor Hotel.</p> <p><b>ICT Updates:</b> New online application process is now live and working ok. The Kualo web host trial has been successful and we will migrate the live site soon.</p> <p><b>New Vehicle:</b> Alan Johnson reported us that there was a problem with the delivery of the Police specification BMW RT they can offer no estimate on delivery dates. To expedite delivery Alan is now looking to source a retail bike from a local dealer and have it brought up to Blood Bike specification.</p> <p><b>Vehicle Trackers:</b> These have been live since beginning of August. A number of members have been made aware of infringements recorded by the trackers. It was agreed that the amnesty period should close and that, in future, action will be taken if infringements occur.</p> <p><b>Fleet Maintenance:</b> The two remaining Triumphs are causing maintenance issues. AJ to compile a report for committee regarding retention or disposal.</p> <p><b>Riding &amp; Driving Standards:</b> Ronnie P is working through the backlog of overdue assessments.</p> <p><b>Governance:</b> In future agenda items for committee meeting, and supporting documentation, are to be submitted no later than the Sunday before the meeting. This allows times for the reports to be</p>	<p>All</p> <p>AK/MT</p> <p>AJ</p> <p>AK</p> <p>AJ</p> <p>AJ/SR</p> <p>AJ</p> <p>ALL</p>
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	<p>reviewed before the meeting.</p> <p><b>Membership Renewals:</b> The membership renewal form, due soon, will include our GDPR information. Rob W, Mike T and AK to prepare the new form / process.</p> <p><b>Blood Box Validation:</b> Sean S reported that we have verbal confirmation that the Northumbria Trust validation tests for carrying blood were successful. We will be able to carry Blood for Transfusion for Northumbria Trust from now on.</p> <p><b>Merit Car / BoB run:</b> GNASS are planning to extend the Merit car night work to 4 days a week. There is also a desire to alter the delivery point and time for MERIT blood boxes. The new schedule needs to be agreed. SS to confirm requirements and work with SR to produce a proposal. The CfL / James Cook genetics notes will still need to be delivered on Thursday nights – there will be considerable work required to train all concerned on the new procedures.</p> <p><b>Banking:</b> Graham R reported that Virgin Money accounts are still causing us issues and recommended moving the accounts elsewhere. GM to research alternative accounts.</p> <p><b>Charity Commission:</b> Brian S has contacted charity commission regarding last years accounts being marked as “qualified” and this is now rectified.</p>	<p>RW / MT / AK</p> <p>SS/SR</p> <p>GM</p>
<b>7</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Thursday 4th October 2018, Community Room, Asda, Benton - 7.00pm</p>	
<b>8</b>	<p><b>Meeting closed at 21:30</b></p>	.

Chair / Vice Chair ..... Print Name:  
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Date:.....