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**Title:** Notes of Committee Meeting: 7 May 2015 @ Asda, Benton

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**1 Present:**

Richard Scholfield, Peter Robertson (Chair & Minutes); Mike Thompson, Barry Bullas, Chris Mitchell, Graham Moor, Sean Storey, Alan Ross

**2 Apologies:** Geoff Spencer, Owain Harris, Sue Harris

**3 Notes of last meeting:**

- a. It was agreed that there were no major errors or omissions.
- b. Review of Action Points not otherwise on agenda:
  - i. Andromeda: there is an implementation plan in place and it is on schedule for roll out beginning at the members open meeting. Videos and written instructions are being produced. The radios would be taken to events between now and the meeting for members to begin familiarisation.;
  - ii. Policy re Advanced Qualifications, **Chris** to consult Geoff and produce policy asap;
  - iii. New publicity materials, as agreed at last meeting, **Owain** to progress.

**4 Business Plans**

- a. 2014 - 2015
  - i. Two items are outstanding the policy re qualifications as noted above and entering into discussions with the two Mental Health Trusts, agreed that the later would be rolled over to 2015-2016. **Peter** to Action;
- b. Three Year Plan from 1/7/2015;
  - i. First draft discussed, amends agreed. **Peter** to produce second draft for committee discussion and then circulate to members for comment and discussion at June meeting;
  - ii. Agreed that we would allocate indicative budgets for publicity, fundraising, vehicle maintenance (and if necessary, purchase), **Richard** to Action.

**5 Working with Neighbouring Groups**

- a. Agreed to try to agree formal protocols outlining our working relationships with neighbouring groups. Peter to initiate by contacting Bill Bertham;

**6 Plans for Display Trailer**

- a. Cheque despatched to Trust, awaiting paperwork acknowledging our formal ownership;
- b. After paperwork received Mike Thompson and Alan Johnson will visit to assess work needing to be done and at what possible cost;
- c. Mike and Alan to agree a budget for the work with Richard (to committee if they can't agree!);

- d. Aim to have work finished by AGM

## 7 Committee Observers

- a. Following the forum suggestion the committee discussed whether observers from amongst the wider membership should be invited to committee meetings. Agreed that this was not necessary or appropriate but that if others wished to stand for election to the committee this would be most welcome.

## 8 Ages for General Membership and Operational Roles

- a. The Constitution does not specify a minimum age for membership. Riding and driving on behalf of the group requires two years experience after a full licence is obtained. There is no current specified minimum age for involvement in other group activities eg shift coordinator and fundraising;
- b. Committee agreed that:
  1. Minimum age for membership should be 18;
  2. That those aged under 18 could be official supporters and be on our mailing list;
  3. Minimum age for shift coordinating and fundraising (eg at supermarket collections) to also be 18
  4. Those already enrolled as members aged under 18 to continue as members.
  5. Members are free to bring under 18s to help at eg fundraising events etc as long as they personally supervise them.

## 9 Coordinator Training

- a. Chris reported that this was proving to be more time consuming than expected and that we still needed to recruit and train significant numbers of extra coordinators;
- b. Alan has produced a instructional powerpoint to help with training;
- c. **Chris** to continue to provide initial training;
- d. Agreed that wherever possible committee members who were already trained and operational would offer to sit with new coordinators on their first shift taking calls and providing support. **Chris** to organise.

## 10 Rota gaps

- a. May shifts are largely covered due in part to Chris encouraging riders to cover empty BoB shifts;
- b. Agreed to regularise this, **Chris** to send message (also amending procedure docs) stating that BoB shifts are open to riders to fill if they are not taken by car drivers 14 days before the shift. Also to state arrangements for accessing blood bike to undertake the shift.
- c. **Graham** to assist Mike in re-instituting emails to riders notifying them of vacant shifts that need covering in the immediate future.

## 11 Communication Mediums

- a. Re-affirmed that email is the primary communication medium
- b. Mike asked for news items that are currently being put on FB alone to be put on the news section of the website as well or instead of as appropriate.

## 12 Policy for Photographing Children

- a. Concern that current policy not well known / understood;
- b. Agreed that the policy be put into the 'new' format, be shared with members and made accessible via the website library;
- c. Agreed that Alan would do b, above, asap amplifying and tidying as appropriate.

## 13 Volunteer 'Awards'

- a. Committee re-affirmed that it did not feel it appropriate to have eg a member of the month;
- b. However it was agreed that some recognition of the efforts of members should be made and that this would be possibly be by eg presentation of certificates celebrating significant numbers of shifts (of whatever type) carried out;
- c. Agreed that Peter would produce a written proposal.

## 14 AoB

- a. Alan has produced a new display banner featuring our support for GNAAS, this is always to be used alongside one of our existing more general banners;
- b. National Blood Bike Awareness Day will be 14 August 2015. **Graham** will be leading nationally and will be working with **Owain** on local arrangements.
- c. Aviva 'competition' Graham has printed some leaflets that are available for members to take into their workplaces etc to encourage voting for us;
- d. Professor Bob Jarman has agreed to be our second Patron, **Peter** is producing a briefing note for him;
- e. Graham is in discussion with a supplier re making merchandise with "I'm Supporting Northumbria Blood Bikes" and with our logo on available. Members would buy direct and **Graham** will be trying to ensure NBB gets a small contribution per item.
- f. Northumbria Trust,
  1. Sean and Peter had had a tour of the new Cramlington Emergency Care hospital;
  2. It has been agreed to provide one or two further tours for members before it opens on 15 June;
  3. Discussions still ongoing there regarding which doors NBB will use to access the Path Labs, likely that we will be issued with key fobs to gain entry;
  4. When Cramlington opens there will no longer be emergency care at the other hospitals. This will mean the current frequent jobs from Hexham to NTGH will cease (these have arisen because the labs at Hexham are no longer open in the evening but emergency tests are still needed).
  5. We have been asked to carry out a daily (Mon-Fri) run with samples for testing from Hexham to NTDG on the same basis as the cytology samples we carry whilst undertaking BoB. As the timings do not fit with the BoB run it was agreed to carry these out as the first job of every weekday evening for the NC rider (or SC if no NC rider on shift).
- g. "Inactive Members". The constitution says "*Membership shall be inferred by any person completing the induction process, paying an annual membership fee which will be set by AGM and becoming actively involved in the Group's administration and / or activities*". The committee decided to look at what constituted 'actively involved' and whether there was a duty to remove people from membership and / or the rider's or driver's register if not actively involved at it's July meeting.
- h. Barry Bullas informed the committee that because of a new role at work involving increased travelling he would not be standing again for the committee at the AGM in September. The committee expressing great regret as well as appreciation for all the work Barry has done. It was decided:
  1. To ask the membership if anyone would be prepared to shadow Barry until the AGM so that they could learn the role. They would be co-opted onto the committee until the AGM and would then need to stand for election if they wished. Action **Alan**;
  2. Barry would carry out a review of the functions he has been carrying out to see if any might best be done elsewhere;
  3. A new role description has recently been agreed, this to be made available.

## 15 Next Meeting:

Next meeting: 7p.m. on 2 July 2015, venue to be confirmed.