



**Minutes of Committee Meeting
Thursday 3rd May 2018 - 19:00
ASDA Benton Community Room**

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

No	Item	Action Required
1	Minutes of last meeting Previous minutes were deferred	
2	Matters Arising Deferred	
3	June Open Meeting; <ul style="list-style-type: none"> ○ June Open Meeting to be held at Lancastrian Suite 2pm start ○ A group photo shoot will be held afterwards ○ GS is arranging a ride in. ○ Any comments on proposals to change draft constitution to be submitted by 13.5.18. 	KL GS
4	Confidential Matters See Confidential Addendum	

5	<p>Major Events Updates</p> <ul style="list-style-type: none"> ○ 360 challenge – Went well and we’ve received positive feedback. ○ Bikewise – Confirmed 22/7/18 ○ Blood Bike awareness day 17/08/18 – in hand ○ Great North Run – NBB will enter the ballot for extra places. We hope an extra five places will be allocated. 	
6	<p>Business Plan 18/19</p> <p>MT expressed the view that not having a business plan for the 17/18 year had been a mistake and we had missed an opportunity to improve. MT stated the desire to put together a plan for 18/19 and asked each team to put together a proposal. As a group we would then decide a small number of priority items to focus on. These priorities could be presented at the AGM.</p> <p>GM expressed the view that we should concentrate on member engagement with a view to improving our recruitment and retention of members.</p>	
7	<p>Policies and Procedures</p> <p>RP reminded the group to check if any of their policies or procedures are due for review and to update them if necessary.</p>	
8	<p>Banking</p> <p>GM informed the group that to obtain credit or debit cards from the charity bank account the proposal needed committee approval. It was agreed that GM should proceed with the application with approval of the committee.</p>	GM
12	<p>Any Other Urgent Business</p> <p>Chair</p> <ul style="list-style-type: none"> ○ The group was asked to check the on-call rota, as dates have 	

changed, and to confirm that the new rota was suitable.

- The group were reminded that when distributing documents via a mail-to-all, the document should be stored in the website library and a link to the item included in the email,

Hospital Liaison

- The group was informed that a meeting had been arranged with Newcastle Trust to discuss, and resolve, the teething problems with the new GP run.
- The group was informed that an SLA was being agreed with Sunderland Royal Hospital which should lead to them increasing their use of NBB.
- The MHRA Blood Box Handling training has been updated. This needs to be rolled out to members. New regulations mean members will need to re-qualify every three years.

Charity Secretary

- The group was informed that the annual accounts and Trustees Annual Return were submitted to the charities Commission before the deadline and will be available on-line soon.
- The committee recorded it's thanks to Julian Brown, the independent examiner of the accounts for his assistance.
- It was **noted** that end of year accounts and the Trustees Annual Return must be ready to put before the AGM.

Training Officer

- GS reported that Peter McEwen has begun performing driver assessments.
- GS **agreed** to speak to Gary Annan to see if he is willing to organise coffee mornings. The intention being that coffee mornings will help new members to engage with NBB.

ICT Officer

- GDPR – a draft privacy policy has been produced and should be reviewed by all committee members.
- Forum – An intermittent problem has been found with synchronising passwords between the website and forum. There is a workaround. RW will be given admin privileges to the forum to allow him to operate the workaround.
- OLRS – the software is reliant on a particular version of PHP.

	<p>There is a risk that web hosts will stop supporting that version of PHP in the future and we would be unable to continue with OLRs. We should begin investigating a replacement for OLRs.</p> <ul style="list-style-type: none"> ○ Web Hosting – the contract with our current host, TSO, expires in November. Renewal is not an attractive option, so AK is researching alternative hosts. ○ Assistants - AK is keen to recruit help with ICT activities if there are members with suitable skills or experience 	
13	<p>Date and Time of Next Meeting</p> <p>ASDA Benton 03/05/2018 – 19:00</p>	
14	<p>Meeting closed at 21:24</p>	

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