



**Minutes of Committee Meeting  
Thursday 1<sup>st</sup> March - 19:00 to 21:00  
Asda Benton Community Room**

Present:	<b>Alan Johnson</b> <b>Alan Kinghorn</b> <b>Graham Moor</b> <b>Ronnie Paton</b> <b>Steve Rawlings</b> <b>Geoff Spencer</b> <b>Michael Thompson (C)</b> Heather Amar (minutes)	<b>Kirsty Lawrence</b> <b>Brian Slassor</b> <b>Sean Storey</b> <b>Rob Wilks</b>
Apologies for Absence:		

No	Item	Action required
<b>1.</b>	<b>Minutes of previous meetings</b>  Acceptance of January minutes Proposed by: Graham Moor, Seconded by: Rob Wilks Minutes accepted as a true record of events  Acceptance of February minutes Proposed by: Graham Moor, Seconded by: Kirsty Lawrence Minutes accepted as a true record of events	
<b>2</b>	<b>Matters Arising</b>  None	
<b>3</b>	<b>March Open Meeting</b>  The March open meeting is to be held Thursday 15 March at Forest Hall Ex Service Men's Club.  New Recognition of Contribution badges need to be ordered as we are	SR

	<p>running low on stock.</p> <p>It is was <b>agreed</b> that we should devote more time to open floor Questions at the open meeting.</p> <p>The agenda for the meeting and the minutes of previous open meeting to be published to members prior to the meeting.</p>	BS
<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>NBB will not now attend the Prescott Rally as no members have volunteered to cover the stand.</p> <p>Marketing leaflets for the NBB 360 Challenge and Durham Egg Run will be distributed at the Open Meeting. 52 people have already signed up for 360 Challenge.</p> <p>We have been asked to publicise an event run by BB Cumbria. It was <b>agreed</b> that we would post Cumbria's Event on our Facebook pages as a gesture of goodwill. It was <b>noted</b> that although the events overlap we do not expect that it will have a detrimental effect on subscribers for our run.</p> <p>June's Open Meeting is to be held Saturday 30 June. Time and venue to be confirmed, as it needs to be suitable not only for the meeting but also a group photo shoot and a possible ride in.</p> <p>National Blood Bike Awareness Day will be August 17th</p> <p>Bikewise takes place on 22nd July</p>	<p>KL</p> <p>KL</p> <p>BS</p>
<b>6</b>	<p><b>ICT Update</b></p> <p><b>ICT Updates:</b></p> <ul style="list-style-type: none"> <li>○ Virtually Local is now back up and running – there had been an issue with the SSL security certificate</li> <li>○ Some members have reported difficulty with passwords, the recommendation is to avoid special characters and use upper and lowercase letters and numbers only.</li> <li>○ It was <b>agreed</b> that all auxiliary role descriptions <b>MUST</b> go through ICT to have the requirements vetted <b>BEFORE</b> proceeding to issue the role description for approval.</li> </ul>	All

	<ul style="list-style-type: none"> <li>○ GDPR – NBB needs be clear what details we hold for members where it is held and what it is used for. In general, we must use online versions of data only. If analysis is needed, download only what you need and dispose of it once the results are obtained. We <b>MUST NOT</b> hold members details on local machines. While we have always been careful, we now need to protect our members and their data and be seen to be doing so.</li> <li>○ Andromeda – we should consider processes for release of new versions of the Andromeda software and passwords for access.</li> <li>○ OLRS – members should be encouraged to change their OLRS passwords regularly.</li> </ul>	RP/AK
7	<p><b>Any Other Urgent Business</b></p> <p><b>Fleet Update</b></p> <ul style="list-style-type: none"> <li>○ Vehicle Trackers: Following a demo by CF Recovery of their vehicle tracking system with 360° cameras AJ <b>recommended</b> these for use by NBB. At a cost of £1,000 per vehicle it was <b>agreed</b> that a market test be carried out for prices, specification and performance before a decision is made. CF have offered us a number of their older “black box” trackers and access to the software. They will also give us instruction on how to fit the trackers (by doing the first few). In return they would like public acknowledgement of their assistance to NBB. The “BlackBox” trackers give monitoring of location and speed of a vehicle whenever the ignition is switched on and can alert on speed infringements, “out of area” or “blue lights on”. There would be a running cost of around £150 per month for the whole fleet for SIM cards for the boxes. It was <b>agreed</b> that we should proceed to fit the black boxes. It was <b>agreed</b> that RP would facilitate the purchase of the SIM cards through his employer and it was <b>noted</b> that RP would not benefit personally from this. It was <b>agreed</b> that members would be informed, via email and an item in the newsletter, about the presence of the trackers before action was taken regarding infringements.</li> <li>○ AVIVA car - SKODA Darlington have offered NBB a 4WD Octavia SCOUT which has 1,000miles on clock for £22,000,. The car has a list price in excess of £32,000 . The dealer has indicated that they will offer a discount on prices for servicing. It was <b>agreed</b> that we should proceed to purchase. The full specification of the vehicle is to be supplied for the minutes.</li> <li>○ KANGOO – a proposal for what to do with the Kangoo will be prepared for the committee.</li> </ul>	<p>AJ/SR</p> <p>AJ</p> <p>RP</p> <p>AJ</p> <p>AJ</p> <p>AJ</p>

	<p><b>Hospital Liaison:</b></p> <ul style="list-style-type: none"> <li>○ NBB has received a request from Newcastle Trust too begin regular collection of samples from GP surgeries - We already collect from. Collection boxes would be supplied by Newcastle Trust. – An initial review suggests that covering all GP surgeries would be too much for NBB to accommodate but that if we covered the east side of Newcastle only the work could be covered by a rider/driver for first hour of their shift. It was <b>agreed, in principle</b>, that we would accept the request and Sean Storey would inform Newcastle Trust. Steve Rawlings / Sean Storey to prepare a detailed proposal to cover the work.</li>   <li>○ Job Receipt books – Sean Storey to assess what the hospital Trusts feel about the paper receipts. Would they be prepared to receive electronic receipts only? However, it was noted that receipts in some form may still be needed for audit purposes.</li> </ul> <p><b>Publicity:</b></p> <ul style="list-style-type: none"> <li>○ Young Persons’ Engagement Coordinator – Kirsty informed the group that Richard Marshall has been appointed to the role.</li> <li>○ Thank You Card – have been purchased to send to donors</li> <li>○ There will be some merchandise for sale at the next Open Meeting</li> </ul> <p><b>Treasurer:</b></p> <ul style="list-style-type: none"> <li>○ Graham reported that there are opportunities to streamline payment procedures using XERO and new procedures will be put in place.</li> <li>○ We have significant sums of cash in reserve and Graham will recommend more appropriate accounts for holding it.</li> <li>○ Graham suggested that the new permanent treasurer should be a qualified accountant. It was <b>agreed</b> that would be a consideration when the recruitment process began in earnest.</li> </ul> <p><b>Rota Manager:</b></p> <ul style="list-style-type: none"> <li>○ Membership Cards - The laptop which produces the cards (and holds encrypted details of members) needs to be replaced. Steve to ask Barry Bullas for a specification.</li> <li>○ Sweaters – It was <b>agreed</b> that we should add NBB sweaters in Black, to the list of approved uniform items for drivers. Kirsty will look into uniform items for women.</li> </ul>	<p>SS</p> <p>SS/SR</p> <p>SS</p> <p>GM</p> <p>GM</p> <p>SR</p> <p>SR</p> <p>KL</p>
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	<ul style="list-style-type: none"> <li>○ Relays - NBB have been asked to support 2 regular relay runs, 1 per month to GOSH and 1 per week to Cardiff. A neighbouring group, who could have been involved, cannot commit to regular involvement. It was <b>agreed</b> to seek alternative options/ routes, even if that meant NBB operating 'out of area'.</li> <li>○ NEAS Keys – Inactive riders and drivers have been contacted requesting they book a shift or return their keys. A small number of keys have been returned.</li> </ul> <p><b>Vice-Chair:</b></p> <ul style="list-style-type: none"> <li>○ Policies and Procedures – It was agreed that everyone would make a concerted effort to review the out-dated policies and procedures.</li> </ul>	SR
		All
<b>7</b>	<b>Date and Time of Next Meeting</b>  Thursday 4th October 2018, Community Room, Asda, Benton - 7.00pm	
<b>8</b>	<b>Meeting closed at 21:46</b>	.

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