



Minutes of Committee Meeting **5th February 2015**

Committee Members Present:

Peter Robertson, Alan Ross, Graham Moor, Geoff Spencer, Barry Bullas, Michael Thompson, Sean Storey, Chris Mitchell, Owain Harris and Sue Harris

Apologies for absence

Richard Scholfield

Action points from previous Committee Meeting

Peter referred the Committee to the minutes of the previous meeting and in particular to the action points.

- 'Policy for policies' - Michael to send the list of policies to the Committee outlining which policies needed to be completed by them as individuals
- Defibrillators – Graham has had six members interested in training.
- Garage checks – Chris agreed to continue with virtual and manual visits, checking for security.

The minutes of the previous meeting were accepted as a true record and points had been actioned.

Communication

The Committee discussed communication within NBB and the need for greater efficiency.

Work is currently ongoing so that the website will be the area where members will be able to access all operational issues, administrative and policies relating to NBB.

ACTION:

- **The Forum to be streamlined – i.e. reduction of the number of topics – target set for next Committee meeting**
- **Michael Thompson to post on the Forum re 'Forum etiquette'**
- **Communication update to be an agenda item for April Committee meeting**

Patron

Carol Malia is to be a NBB Patron.
She is willing to be involved in publicity, needing notice for events and she is 'open' to NBB having other patrons.

Change to Charitable Objects

As NBB now utilises four wheeled vehicles, the Objects need to be amended.

Peter contacted the Charity Commission and they confirmed that the Objects needed amending.

Therefore, the phrase

'...providing a volunteer motorcycle transport service...'

Is to be amended to

*'...providing a **courier** service...'*

This was agreed by the Committee.

ACTION: Peter to forward the proposed wording to the Charity Commission to be checked and accepted by them.

If accepted then the proposed changes to be discussed at subsequent Open Meeting for members to approve or disapprove.

Rota Software

Michael informed the Committee of the software and gave an explanation.

ACTION: Michael to progress with this, with Barry and Chris to work with him re user names and logistics.

The launch will hopefully be in early April.

ACTION: Rota Software to be an agenda item for March Open Meeting – Sue

Contact numbers for members

Barry raised the point of having a standard set of numbers to be printed on a fob to keep on a key ring.

ACTIONS:

- **Barry to make a list of numbers, in readiness to print on fobs.**
- **Liaise with Richard to order more key rings.**

Use of cars and management

The Committee clarified where the cars would be based.

ACTION: Chris to update rotas with the location of the cars

Induction Process – Chris

Barry and Geoff to continue with induction

Barry – familiarisation drives with new members

Geoff – familiarisation rides and assessment rides

Complaint

The complaint was received regarding the delegation of tasks and being informed of any changes with such delegation.

The Committee had read the e-mail and then discussed the issues within it.

ACTION: Peter to respond and reply to complainant.

AOB

- Graham – Andromeda - there had been positive feedback and Graham has asked for a price so he will update at the next Committee meeting.
 - Michael will liaise with the co-ordinator trainers – Chris to lead. Michael and Barry to work together managing the data
 - Sean updated re the validation with the Northumbria Trust – Sean to liaise with Owain re awareness stand at Hexham
 - Barry informed the Committee that the RVI are using taxis for some jobs. Sean gave an update re the RVI and said this was 'in hand.'
 - Geoff said the RoSPA Cleveland had asked for ID cards to be printed – Barry to action this
 - Geoff – Prescott – Geoff confirmed that Steve Rawlings is definitely going to Prescott.
 - Geoff – 'the bike for training has been ideal'
 - Owain – use of cars, especially the Kangoo for publicity and fundraising
- ACTION: Owain to liaise with Richard**

Open Meeting Agenda and Format

Rota Software to be an agenda item at the Open Meeting

ACTION: SUE TO POST ON THE FORUM FOR AGENDA ITEMS FROM MEMBERS FOR THE OPEN MEETING

ACTION: BARRY TO E-MAIL MEMBERS RE THE DATE AND VENUE FOR THE OPEN MEETING

Meeting closed

Next meeting:

Open Meeting for members

Thursday, March 5th 7.00 p.m.

Northumbria University, Rutherford Hall, Ellison Building.