



## Minutes of Committee Meeting 2<sup>nd</sup> July 2015

### Committee Members Present:

Peter Robertson, Richard Scholfield, Graham Moor, Barry Bullas, Michael Thompson and Sue Harris

### Apologies for absence

Geoff Spencer, Sean Storey, Chris Mitchell and Alan Ross

Owain Harris – resigned from the Committee June 23<sup>rd</sup> 2015

### **1 Owain Harris' resignation from the Committee**

Peter acknowledged the work that had been undertaken by Owain in his capacity as Publicity Officer for NBB, stating that hard work and commitment was an 'understatement.'

### **2 Action points from previous Committee Meeting**

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

- **Andromeda** – Graham gave an update stating that the main issue at the moment was encouraging riders to use the system and to have the device on their jackets.
- **Policy for Advanced Qualifications** – this still needs to be completed (Action, Chris with Geoff)
- **Formal Protocol with neighbouring groups** – Peter has this in hand
- **Trailer** – it is now ready for livery – **Michael and Graham to work together re a proposal for livery**

**The Committee acknowledged Alan Johnson's work on the trailer and would like to thank him for this.**

- **National Blood Bike Awareness Day 14<sup>th</sup> August** – Graham gave an update to say that he had spoken to the media but the details have yet to be confirmed and 'worked out' for this. Sean Storey and others will also be involved with this.
- **Aviva** – Graham is expecting an e-mail from them
- **Membership Secretary** – as yet, no- one from the membership had volunteered for this role.

### **3 Storage of equipment – Graham Moor**

Graham stated that Concord had never been an ideal location for him as there wasn't 24 hour access.

He proposed that a member could fulfil the role of 'Storeman' for wherever the equipment was stored.

ALL AGREED that there should be a better management system for the equipment and a MORE FORMAL SYSTEM OF control.

**ACTION: Graham to propose how this could be achieved, with 24 hour access preferred, together with a management system.**

### **4 Procedures for co-ordinating, planning and preparing for events – Sue Harris**

Sue raised that the planning of some events had been 'last minute' coordinated, sometimes down to the night before. The committee agreed that this was regrettable but sometimes inevitable unless decisions were made not to go ahead with an event some days in advance when volunteers had not been forthcoming to 'staff' them.

It was agreed that what equipment was required for each event should be planned for and that a completed checklist should be available for the members collecting kit from the store. This would alleviate the possibility of not having everything needed.

The Committee further discussed what was needed for external and internal events and also the time limit if events had to be cancelled due to lack of volunteers, as events needed to be planned for and co-ordinated.

It was agreed that greater clarity was needed as to responsibility for stores. Peter proposed that items related directly to talks would be the responsibility of the publicity lead, all other items would be the responsibility of the fundraising lead.

**ACTION: Graham to produce checklist and investigate what support could be obtained to look after stores. Also to look back at events to see which ones he has had to chase for volunteers close to the date of the event.**

## **5 Publicity /Media Role – Peter Robertson**

Due to Owain's resignation, this role needs to be filled.

It was decided that the role description would be reviewed and posted on the website, but also that an e-mail would be sent to all members re the vacancy.

**ACTION: Peter to e-mail members with role description and request for any volunteers to fill the vacancy.**

## **Confirmation of Business Plan Objectives – Peter Robertson**

The Committee agreed to the Business Plan Objectives and the leads for each one.

## **6 AGM Preparation**

The AGM is Thursday 3<sup>rd</sup> September 2015

### **ACTION:**

- 1. Sue to e-mail members re nominations for Chair, Vice-Chair, Treasurer, Secretary and also to volunteer for roles on the Committee**
- 2. Sue to e-mail members re agenda items for the AGM**

## **7 Volunteer Activity – Working Group update – Graham Moor and Michael Thompson**

The issues:

- Shorter shifts
- Location of bikes

The Working Group had discussed the issues and Michael proposed a 'token system' where a rider would be able to ride, drive a half shift after completing four full 'weekday night' shifts over a period of time.

The committee also agreed that it would introduce a monthly email whereby riding and driving members would be invited to put their names down for shifts a month in advance. This would give the Rota manager the opportunity to ask those who had not volunteered if they were going to be able to volunteer in that month or not.

**ACTION: Michael to write a policy for the proposed system.**

**The Working Group is still discussing the issues and will update the Committee.**

## **8 Volunteer Awards**

The Committee discussed how members should be acknowledged for volunteering for NBB, whether this is riding, driving or attending events. The proposal was that this should be recognised on the membership card as a bronze, silver and gold award and that when certain milestones were achieved this would be recognised / acknowledged at members meetings.

**This is to be discussed further with the number of events and shifts decided by the Committee as representative to each award.**

## **9 Co-ordinator recruitment and training – Chris Mitchell**

### **10 Hexham pick up by bob – Chris Mitchell**

**ACTION: As Chris was absent from the meeting these items were not discussed so Chris will update the Committee regarding them.**

## **11 Driving Licence Changes – Barry Bullas**

Due to the changes to Driving Licences and the lack of a paper copy, NBB will have to check online, if a member has points on their licence. The riders/drivers would have to give a code for NBB to check the license.

**ACTION: Michael Thompson to ask for codes in 1 in 10 observations (randomly) to check licence**

## **12 AOB**

### **Incident Report – Barry Bullas**

The Committee had been given the information about the alleged riding standard of a member.

Barry gave his report and his recommendation.

The Committee discussed this and it was decided that there was no case to answer given the lack of evidence to support the allegation.

N.B. The committee was initially minded to require a further observed ride but this was subsequently rescinded on appeal.

Meeting Closed

Next Meeting: Thursday 6<sup>th</sup> August