



Minutes Committee Meeting
Thursday 2nd June 2016
@ ASDA Benton 19:00

- **Attendance**
 - Peter Robertson, Steve Rawlings, Sean Storey, Geoff Spencer, Mike Thompson, Graham Moor, Barry Bullas, Kirsty Lawrence, Debbie Paton.
- ☒ Welcome
 - Debbie Paton to the committee in the Membership role.
- ☒ Apologies
 - Chris Mitchell, Richard Scholfield
- ☒ Correspondence (if applicable)
 - Several individuals have provided committee members positive feedback from talks that Nigel Barlow has given. Committee to pass on thanks to Nigel.
- ☒ Previous Minutes
 - Recognition of member's contribution e.g. shifts worked etc.
 - Steve awaiting samples from manufacturer to confirm colours and look are correct
 - Mike Thompson is hoping to complete the IT reports/system by end of June. Ongoing
 - Bob hand over point
 - Steve is continuing to monitor trial of BOB handover with Cumbria Blood Bikes at Hexham. Not likely to be any change until at least after Cumbria AGM.
 - Powerpoint Talk slideshow and trailer presentation.
 - Steve Rawlings to share his version of the talk presentation with Mike Thompson. Induction presentation is not suitable for talks as it focuses more on what members need to know, however parts of it will be updated to reflect changes to talks presentation.
 - Great North Run
 - Sponsor form needs to be updated to ensure information required to claim gift aid is included. Kirsty to update sponsor form and provide copy to Mike (for Library) and Barry (for this year's GNR runners)
 - Volunteer week
 - Kirsty is coordinating and has arranged a number of "what we do" articles to be released during the week
 - Group photo will now be at the Sage Gateshead on Saturday 18th June at 14:00. This is open to all members of NBB, those with uniform should wear it. Kirsty to invite all members
 - Barry Bullas recorded short daily interviews with Anna Foster at BBC Newcastle. These will be broadcast each weekday during volunteer's week.
 - Richard to update us on David Richardson's trailer and riding gear kindly donated by his family
 - Driving license checks
 - Debbie Paton has guidance for members on how to supply code required to check driving license
 - Mike\Debbie\Barry to discuss amending membership form to allow new members to submit the information required to check license when they join



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New Items

- Update on CIO application
 - Chris unavailable to provide update. Peter to ask Chris for update on latest position on his return
 - Charity to close at end of June which will require end of year accounts to be produced
 - New CIO starts 1st July
 - Sean Storey to hold meetings with hospitals to update them
- Purchase of camera
 - Committee discussed purchasing camera for publicity purposes as all previous photography relied on personal equipment.
 - Committee agreed to purchase a camera next accounting year
- Planning for new business year
 - Planning proposals discussed
 - Plan to be updated with "accruing appropriate vehicles and other resources"
- Open meeting 16th June
 - Discussions around planning for the event and location/time
 - Agenda agreed
 - Talk from Heidi Mottram OBE
 - Talk from manufacturer of inflatable riding vest
 - Update on fundraising
 - General update from committee
 - Questions and answers

AOB

- Hexham run
 - Sean to write a procedure for the Hexham run. Aim is to not overcomplicate it for members.
 - Mike building Hexham run into new job tracker. Committee discussed possible ways it could be recorded. Mike to implement.
- New job tracker
 - Feedback from members is positive
- Kangoo
 - Discussion around whether members avoid using the Kangoo "does it put people off"? Do we need to look for a new vehicle? Is the location a factor?
 - Now that exhibition trailer is in regular use this has required the Yeti to be unavailable more as it's the only vehicle capable of towing the trailer.
 - **Committee to ask fleet manager to explore options of obtaining another 4x4 vehicle that would be capable of towing the exhibition trailer. Possibly replacing Kangoo, possibly not.**
- Northumbria Water
 - Peter met with Northumbria Water recently to discuss how they can help us. Update expected next month
- Event kit
 - Discussion around how to ensure all kit is returned after events
 - Graham to ask Richard to order 20 more buckets



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- Fundraising
 - £5000 has been awarded from Tyne and Wear Foundation towards running cost for a bike for a year.
- OLRs
 - Mike putting together reports for OLRs to identify those not currently volunteering
- Mark Master Mason bike
 - Geoff unveiling bike in Durham on Monday 6th
- Members drop in meetings
 - Small take-up and general the same members who are already experienced
 - Peter to respond to members who had raised questions at the drop in meetings
 - Committee agree to cease drop in meetings and reinstate previously popular coffee meetings at alternating locations. Steve to thank Graham Mitchell for work he has done with drop in meetings and ask if he's interested in facilitating the coffee meetings.
- Members not volunteering
 - Steve has contacted some members who have not be involved in the charity in any way for over 3 months to identify any barriers that may be affecting them volunteering.
 - Those who have issues outside of NBB affecting them volunteering have been offered support
 - Some members have chosen to leave
 - Some members have since volunteered for shifts
- NABB website
 - Barry explained that the NABB website had been updated and the new map showing blood bike groups is poor in comparison to previous map. Key contact information is no longer available and the map itself does not show area covered. Graham to feedback to NABB.
- Photography policy
 - Members continuing to post photographs outside of hospitals on social media while on shift
 - Steve asked if the policy can be reviewed with a view to relaxing the constraints. Kirsty to review policy and suggest amendments.
- Communications
 - Mike reminded the committee of the charity's policy on communications:
 - Formal messages will go via email and or forum
 - Informal messages via FB

Meeting Ended 21:00

Next meeting Monkton NEAS Station Gold Room at 19:00 on Thursday July 7th



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Items for next Agenda

- Annual Blood Bike Day
- Assistance at incidents policy due for review