



Agenda Thursday 5 May 2016 @ Monkton NEAS Station in Gold Room at 19:00

- Welcome
- Apologies, **Geoff Spencer,**
- Attendance, **Chris Mitchell, Peter Robertson, Graham Moor, Sean Storey, Mike Thompson, Kirsty Lawrence, Barry Bullas, Steve Rawlings, Richard Scholfield**
- Correspondence (if applicable)
 - None received
- Previous Minutes
 - **Actions/Items (from previous minutes, NOT included in Agenda)**
 - Baseline audit, of NBB processes has not happened. Graham Moor is looking at taking a different direction focusing on coordinating - ONGOING
 - Missing blood box, no further action required, Sean Storey and Steve Rawlings have met with Trust - CLOSED
 - Mokka insurance, Surtees Trust have fully paid the cost of increased level of insurance cover, they also appear to be requiring all cars they provide to be fully liveried. A reduced specification is being negotiated to reduce the cost to Groups, notional £350 cost (tbc). An increased mileage and increase hand back time is being discussed with Vauxhall. - ONGOING
 - Recognition of member's contribution
 - Mike Thompson is hoping to complete the IT reports/system by end of June. ONGOING
 - Steve Rawlings following up on badge design, cost and delivery. - ONGOING
 - Mike has agreed priorities with PR, MT will share his "to do board" - CLOSED
 - Job logging IT progressing - ONGOING
 - Simplification of Bob paperwork, Merv Hilton has contributed ideas. PDAs may be used for BOB jobs/for all jobs for Newcastle Trust. Decision to wait for Newcastle Trust/other trust decision on use of PDAs - CLOSED
 - Interest in membership role, expressions of interest received from several members, "application" process open to 11 May. - ONGOING
 - Lumley Castle fleet photo day being coordinated Barry Bullas and Graham Moor. No general invitation to members. BB will contact members via email etc, to notify members of details of group photograph shoot. - ONGOING
 - Coordinator training progressing well - ONGOING



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- BoB hand over point change, Steve Rawlings reported that the Cumbria group, appear to not be happy with the new location at Hexham, Steve is in further discussions - ONGOING

New Items

Chris

- Conversion to CIO – next steps, feedback on meeting with Anne Lawson
 - Met with Anne Lawson to discuss next steps to complete the conversion process. Agreed that we have all of the areas covered, with actions listed in the Action Plan (distributed) and attached to minutes [Appendix 1]. Nominal Action owners listed, discuss with Chris should you feel you are wrongly identified against an action. (progress to be raised at all committee meetings before AGM) – ONGOING
 - Discuss with Peter election process and timetable for new CIO, and bring to future committee meeting - ONGOING

Peter

- Committee Membership
 - Alan Ross, has decided to step down from the role of Vice Chair for the group. He is taking a break from full involvement with NBB, due to increased demands of work. Alan literally and figuratively leaves big boots to fill, Alan has long been a smiling presence in almost everything we have done; working tirelessly sometimes behind the scenes to promote NBB. We all owe Alan a huge vote of thanks for everything he has contributed to NBB, we hope to see him getting involved again in the near future. Thank you Alan.
 - Membership Manager committee replacement ongoing overseen by Barry
 - Newsletter going forward under the oversight of Kirsty
 - Kirsty to be go to person for focus on PR issues.
 - Investigating options, if needed for admin support, for work content Alan used to do
 - Canvas committee for Vice Chair Role, what is the role? Contact Peter by 11 May for expressions of interest in interim VC role
- Progress towards achieving 2015/6 plan
 - Stability or growth?
 - Meeting current requirement
 - Who does what for us, monitor contribution, collate data manually,



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- Who is doing shifts or not?
- Peter to collate shift data manually to flag up occurrences of no shifts in three months all of us (lead by Steve) will be supporting members identified who haven't been doing shifts on how to get them re engaged.
- Communication with members can at times be difficult, with long lags in responses
- Objective for next plan "why people not doing shifts"
- Discussion on Half shift, why are Saturday shifts now not being filled.
- Wording for Recognition Badges – number and colour
- Next Open meeting planning
 - June
 - CIO update
 - General update
 - Filling of rotas
 - Questions
 - Photo montage (Graham)

Kirsty

- Photo shoot & also the new publicity items (leaflets & banners).
 - Fleet photos liaise with Barry Bullas
 - New leaflets and Banners
 - Format and content
 - Looking for recruitment / volunteers leaflet
 - Paper copy handbook?? Kirsty to investigate
 - General leaflet revision, highlight we are a charity
 - Graham to pass on contact details of printers, who have undertaken Graphic design in the past to Kirsty
 - GNAS happy to assist with advice
 - Inserts for Doors on Trailer
 - Powerpoint Talk slideshow and Trailer presentation to be updated (Mike/Barry/Steve to update content)



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Graham

- Fundraising standards board
 - Applied to join organisation, and wait to feedback on our processes to be excellent in what we do i.e. fundraising
Adds weight to our reputation
- - Volunteer week
 - June 1-12
 - Public awareness, what can we do
 - Social Media?
 - Responses from members on “what we do” focus on members local papers
Kirsty to coordinate
 - 9 June Investment BB focussed publicity via BBC
 - Group Photo on weekends 4th June photoshoot for members
- - Business case / brief
 - Northumbrian Water are providing guidance and support in next 6 months to produce case for trading arm, trading what? Investigation ongoing.
 - Wait for feedback from Northumbrian Water then take to members
 - Amazon fulfilment service for 10 NBB items for sale online is being investigated Barry Bullas
 - Sale of other Generic “stuff” and items for other groups being investigated.
- GNR places to increase to 35 places for 2017
- Raise minimum sponsorship target for runners being investigated.



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A.O.B

Richard Scholfield

- Has David Richardson's trailer and riding gear, looking at sale on ebay etc for family
- Mention of the new Yamaha blood bike available
- Richard left early to attend to a broken down (again) Honda

Barry Bullas

- Driving license checks not being done other than by Geoff
- 100% check of licenses being investigated as ongoing role. Can be delegated or retained new membership secretary by end of May.
- Possible option is for members to email DVLA access code to a specific email e.g. "license.checks @ NBB.org.uk" to enable online validation.

Meeting ended at 20:55



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Appendix 1

C.I.O Action Plan – Final Steps

Item	What	When	Who	Complete
1	Submit new Constitution to charity commission	April 2016	CM	Yes
2	Receive new charity number	April 2016	CM	Yes
3	Final Accounts for "Old" NBB		RS	
4	Close "Old NBB down		CM etcetc	
5	Inform insurer for vehicles of change		RS?	
6	Inform insurer for PLI of change		RS?	
7	Cancel "trustee" insurance from close down date – refund???		RS?	
8	Inform trusts and any organisation we deal with or trade with of change of status and new CC No		CM/PR/SS	
9	Compile full Asset inventory and maintain on website committee section/google drive????		RS + ?	
10	Inform HMRC of change of status and new CC No		RS	
11	Inform banks of change of status and new CC No		RS	
12	As media and banners etc need replacing commission new, with new CC No and Logo		KL?	
13	Book AGM venue for September		CM	
14	Publicise changes to members, email, website, forum, facebook?			
15	AGM format, Launch new NBB, committee stands down, stands for re – election. NB, we will need to explain the election process (nomination, seconding etc etc) to the membership, there may be others wanting to stand, hence a "proper" election needed	September	CM/PR	
16	Identify content of old constitution, which is not in the new one – Is it in new policies, write new ones/edit existing?		CM + ??	