Northumbria Blood Bikes

Open Meeting Thursday 15th March 2016

Sunderland Minster Church

1. Welcome by Alan Ross Vice Chair
    - Tea coffee and biscuits provided courtesy of Sunderland Minster.
    - Several new members introduced themselves
    - Apologies - Peter Robertson, Sean Story, Mervin Hylton
    - Attendance – see signed attendance sheet (Appendix 1)
2. Previous minutes 3 December 2015 accepted by members
3. **Special** Resolution (Appendix II) to change the legal status of Northumbria Blood Bikes from an Unincorporated charity to an Incorporated charity (C.I.O)
    - The proposed change was driven by output of the committee strategy day, suggested by Heidi Mottram and hosted by Social Enterprise, Economic and Inclusion team from Northumberland Council.
    - A copy of the proposal has been sent to all members for their consideration, and has been posted on the website under the Operations page.
    - In a nutshell the change to a C.I.O will protect the members of the Northumbria Blood Bikes from any liability, should the charity fail. Under the current arrangements, all members, may be jointly liable for any debts. The C.I.O is a new legal form of charity authorised by the Charity Commission.
    - The change will have little to no impact on the way NBB operates. We will be issued with a new charity number. The charity commission will approve a new form of Constitution produced following their model document guidelines.
    - The target date of June 30th has been nominally set to "close" the "old" NBB down, and launch the "new" C.I.O NBB.

- The group Secretary Chris Mitchell has begun the process of application on the Charity Web Site, and gather all of the relevant documentation.
- As the meeting is quorate, those present were asked to vote by show of hands, on the Special Resolution to move NBB to a C.I.O
    i. 36 members present voted unanimously to approve the Special Resolution
        1. Attendance sheet attached as Appendix 1

4. **Alan Ross** presented a brief review of the last 3 months, including:
    - The measures taken to prevent another incident that resulted in a lost sample box. This is the only know occurrence of such an incident. The rider involved has been briefed, and no further action is required.
        i. Riders are now briefed on the correct methods of securing the blood and sample boxes to the bike racks. A training video has been produced and is now on the Website.
        ii. The current method used is the Nationally accepted method, used by all blood bike groups, and accepted by the Hospital trusts.
    - Member Matt Dinnery was asked to leave NBB
    - Short Video was shown, now available on the website.
5. Mike Thompson gave a presentation on the changes coming for the job logging system.
    - The changes will allow
        i. Accurate data collection and collation
        ii. Analysis of the data
        iii. Quicker better reporting for us and the Hospital Trusts.
        iv. Easier input for coordinators, riders and drivers
        v. Each job will be recorded using the unique number from the receipt books.
        vi. The security centre are to be "encouraged" to use the new system.
        vii. Guidance and training material will be made available to all via the website.

6. **MEMBERS QUESTIONS**
        1. Gary Annan asked a question regarding the use of custom made boxes fitted to the back of the bikes to hold blood boxes. After consideration the committee decided that the theory was ok however in practice would be hard or impossible to achieve without risk to the rider and bike. It would be a variation to the national standard and present too much risk to NBB (why change what works and all

other use). It was thought that the question would be passed to NABB to consider on a national basis.

2. Section 19 changes will have implications, would they require validation by NBTS etc, proposed a small working group to contact NABB.

7. A.O.B

1. Steve Rawlings working on a reward system to mark members contributions
    a. Highest award is 500 shifts, lowest is 25 shifts.
2. All day shifts start at 07:00 and end at 19:00
3. Booking shifts in advance enables better vehicle management, Fundraising etc also has a call on the vehicles. Book early to get bike of choice.
4. April at the moment has limited cover. ZERO car shifts booked
5. 3 vehicles are needed on all shifts to operate well and spread the work load.
6. Please check the rota the day before your shift to make sure changes have not affected your shift.
7. Thanks to all on shift over the winter period.
8. Newcastle trust job booking system is in trial with launch imminent, higher number of jobs /calls are expected.
9. Training material to support radio use and blood box securing being produced and will be available via the website.
10. All radios now have a charger and two batteries at each location
11. If your **ID** card needs updating, contact Steve Rawlings
12. Coordinators to be aware that the hospitals may need informing at the time of booking the job of any delays, that may mean we cannot collect/deliver within our SLA
13. The use of a merry go round shuttle shift was discussed for regular jobs from regular locations. It was felt that the coordinators were best placed to re prioritise and manage work load to best advantage.

14. Concern was expressed regarding the manner in which a minority of NSBT staff dealt with riders and drivers. After discussion it was felt that we always present a polite professional approach, and work with NSBT staff.

ii. Concern was also expressed that when riders and drivers "stand down" at home, those who based themselves at hospitals would be always used and overloaded. After discussion, it was considered that the coordinators, would use all available resources to best advantage to achieve SLA targets.

Meeting ended at 21:40

NEXT MEETING AT NORTHUMBRIA WATER PITY ME BASE ON THURSDAY 16 JUNE AT 19:00HRS

Appendix II

Special Resolution

Of

The unincorporated charity known as

Northumbria Blood Bikes 1152745

We, the undersigned declare that the following is a true copy of a special resolution of the above association duly passed by the requisite majority at a general meeting held on 15th March 2016
It is resolved:

1. To transfer all assets, liabilities, contractual arrangements, activities and work in progress of the unincorporated charity (1152745) past, present and future and actual or contingent, to a new Charitable Incorporated Organisation 'Northumbria Blood Bikes CIO' (to be established) and to dissolve the unincorporated charity in accordance with clause 15 of the constitution.
2. To delegate all powers necessary to achieve the above to the Management Committee of the unincorporated charity, including the setting of appropriate timescales.
3. To undersign the transfer agreement between the two bodies on behalf of the unincorporated charity.

Committee Member	Signature	Date
Peter Robertson (Chair)		2/4/201
Alan Ross (Vice Chair)		22/3/2016
Chris Mitchell (Secretary)		22/3/2016
Richard Scholfield (Treasurer)		2/4/2016
Geoff Spencer (Training)		05.05.16
Michael Thompson (IT)		3/4/16
Graham Moore (Fundraising)		2/4/16
Steve Rawlings (Rota)		2/4/16
Barry Bullas MBE (Membership)		3/4/16
Sean Story (Hospital Liaison)		22/04/2016

IMPORTANT – Please sign in

	PRINT NAME	Signature
1	CHRIS MITCHELL	
2	ALAN JOHNSTON	
3	ALAN JOHNSON	
4	ANDREW WATSON	
5	GEOFF RUSS ADDISON	
6	COLIN GRANTS	
7	STEVE RAWLINGS	
8	GEORGE SPEIR	
9	MICK Thompson	
10	Denise Thompson	
11	GRAEME LEIGHTON	
12	PAUL HARBRED	
13	JOHN McQUAID	
14	JEFF GLEN	
15	R SCHOFIELD	
16	R J WILKIN	
17	TEGAN HEATHER RAWLINSON	Tegan H. Rawlinson
18	C. MANN	

ATTENDANCE RECORD FOR Members open meeting at Sunderland Minster 15 March 2016

	PRINT NAME	Signature
19	DAVID PITCETHY	
20	DAVE GLENNIE	
21	JON STALEY	
22	MARK RICHARDSON	
23	Debbie Pata	D Pate
24	Suzanne Hutchinson	S. Hutch
25	Sharon McKepeace	
26	Dave McKepeace	
27	KIRSTY LAWRENCE	
28	STEVE TULLOCH	
29	Ken Kelly	
30	RONNIE PATON	
31	GRAHAM MOOR	
32	DAVID RICHARDSON	
33	PETER KIPPAX	
34	Malcolm Farley	
35	GARY ANNANS	G.D. Annans
36	GARY LOTHER	
37		
38		

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