BBP DM / 19.08.19 / Meeting Minutes

Chair: Adam Dolling (AD)
Minutes: Seonaid Davis (SD)
Attending: SD, AD, Chris Woodward (CW), Mildred Locke (MIL), Rob Wall (RW) (RW only attended for beginning of meeting to update on NPWG)
Apologies: Mike Lowe (ML)

1. Review actions of last meeting

Historic actions:
Done:
Action: KW/JH to look into other ways of funding Social Cycle and other community
Action: AR to produce summary spreadsheet of headline financial figures (income, expenditure, TA profitability etc) for last few years
Action: CW to upload code of conduct to gitbook

In Progress:
Action: MIL set-up GoogleDrive folder for DG docs - done - Follow up action: move folder and files to hello@ google drive
Action: AD to contact St John's re mental health first aid training and H&S policy development
Action: ML/JH - to work on PAYE conversion
Action: CW to pass on details of Zurich insurance (inc. employer's liability) to rest of DG
Action: CW – DG skills analysis / training
Action: AD and CW H&S review - in progress, policy and risk assessments drafted, both to meet soon to finalise.

On Hold:

Last meetings actions
Done:
- Action: ML to upload June minutes to gitbook
- Action: MIL to upload 8/7/19 DM minutes to gitbook and inform OG once approved by DG
- Action: CW to send notes and actions from finance control meeting to rest of DG
- Action: CW to relay discussion of return meetings back to KW/JH
- Action: AD to liaise with JH about contacting Co-ops UK to check requirements regarding staff role changes. No action needed.

- Action: CW to review Director Induction process and create document to be stored in the DG folder
- Action: AD to liaise with KW/RW to plan the staff meeting and set a date

In Progress:

- Action: ML/CW to liaise with KW to relaunch survey
- Action: SD to share notes with rest of DG
- Action: SD to collect ideas on encouraging more applicants for the DG to feedback to group
- Action: CW to write a blurb of our needs to send to Sustrans - Follow-up action: CW to look into more thorough co-opting process
- Action: All to review MIL's draft Reserves policy
- Action: CW to update disciplinary policy with agreed 'return' process

On Hold:

- Action: CW to work with LC on heat mapping the data when more is available

Review Ops Group minutes

No action needed relating to recent OG minutes

Action: SD to upload 19/8/19 DM minutes to gitbook and inform OG once approved by DG

NPWG update

Focused on Castle Park.

There does not seem to be an immediate need to leave Hamilton House.

Community update

2 week summer break.

HR update

Finance interview this week - CW to attend.

New coordinator for ASB and social cycle.

KW organising staff away day.

Action: CW to chat to KW about staff away day + social

Finance update

- Historic accounts from 2015 to date
- Calculations for pay increases for approval
  Agreed that pay increases will have to be put on hold until financial forecasting has been reviewed.
- Staff payout proposal
  Approved CW's redundancy and goodwill payment proposal for potential closure of the project.

H&S Update

Approved cost of H&S training. When? Can everyone get time off? Do they do evening courses instead of day?

Action: AD to find out more

Action: AD/CW to circulate documents. All to review, with aim to approve before September GM.

AOB

Discussed upcoming members meeting.

Action: SD to give informal update of how the DG is getting along.

Discussed how to make the directors group more engaging/visible to ensure interest of future directors.

Ideas:

DG members to write a paragraph about what it has been like and their experience for the monthly newsletter. One per month, MIL to go first.

Action: MIL to email JH/KW to organise a paragraph for the next newsletter.

1-2 of the DG to arrive 20 minutes early for members meeting to allow members to engage with DG.

Action: SD to email JH/KW to organise.

Directors meeting that prospective/interested directors could attend.

Action organisation proposal: (should this just be emailed out to people before the next meeting}

Please copy and paste your actions into these subheadings before next DG meeting

Done:

In Progress:

On Hold: