

Beach Wheelchairs

Minutes of the Meeting 11th April 2016



Present

Robin Black (Chair) RB, Alison Brown (Secretary) AB, Elizabeth Tomlinson (Treasurer) ET, Bryony Capaldi BC, Melanie Kay MK, Katie Nevans KN and Len Groom LG.

Apologies

Sandra King.

Minutes of last Meeting

Proposed by LG and Seconded by RB

Matters Arising – The North Berwick Community Centre Management Committee have replied to our request to try to recoup VAT paid on previously purchased beach wheelchairs. They do not want to try to recoup these monies as: they have had conflicting advice from HMRC, and even if they were successful in recouping monies these would then need to be passed back to funders rather than used by the charity and with the potential to adversely affect future funding applications. The Board accepted the decision and thanked the Management Committee for looking into this and all their help in the past with the project.

Treasurer's report – Currently have £12,000 in our account. BC to forward expenses to ET from Disabled Access Day.

Chair's report – RB will contact Portobello Community Council to see whether there has been any progress in their scheme (AB to be copied in to correspondence).

Secretary's Report – We have been long listed in the National Lottery Awards. AB submitted the application and supporting information and MK has spoken to them as a user of the scheme.

		ACTION
1	<p>Hoist RB has spoken to insurers and the provision of a hoist may be added to our current insurance. KN highlighted that she considered that RB had a conflict of interest with the identified hoist manufacturer. <i>Update – since the meeting the Board has reviewed the guidance from OSCR and do not consider there to be a conflict of interest. This has been communicated to ELC.</i> <i>However, to ensure a high degree of confidence in the purchase of a hoist we have decided to review a range of hoists available on the market through a more formal procurement process. This will take place at a separate meeting on the 27th April. RB will not take part in the discussions regarding the Crewlift or vote on the best option.</i> The Board agreed that training must be part of the package from the hoist manufacturer for our willing volunteers. The Board agreed that we should not provide slings or training in use of different slings as this is beyond our remit and knowledge. It is completely appropriate to ask individuals to supply their own slings.</p>	Board

	<p>Discussion around number of people required to hoist and protecting our volunteers from using equipment that may be in private areas. Also brief discussion about potential health side effects from using a hoist. KN advised reading the HSE's guidance.</p> <p>RB and AB will meet with the Harbour Trust on Wednesday and part of this will discuss possibility of mounting a hoist.</p>	<p>AB</p> <p>RB + AB</p>
2	<p>Volunteers, Training and Rota</p> <p>The Board agreed that Google calendar could work well but e-mails need to be sent on a weekly basis to encourage volunteers to use it and to increase feelings of being included in the group. Although noted that some volunteers will not use the Google calendar.</p> <p>The Board agreed a good idea to circulate the booking phone weekly to improve the way the volunteers work together.</p> <p>AB to circulate volunteer contact details and previously developed telephone checklist.</p> <p>AB and BC to meet and look at Google calendar and telephone checklist.</p> <p>AB to speak to Law High School about potential for Beach Wheelchairs to take assembly (tie in with Joyce Conway), seek further volunteers and potential to co-opt Board Member. KN to forward contact details to AB. AB to make initial approach and then hope to progress this with MK</p>	<p>AB</p> <p>AB + BC</p> <p>KN, AB and MK</p>
3	<p>Booking Line</p> <p>RB proposed using Windsor Telecom as a call handling organisation that is used by a number of charities. For £10 a month they will be able to allow us to swap between who is on the booking line more effectively and use our current mobile. They also send an email with details of any missed calls. This would be useful in tandem with our agreement in passing round the booking line phone more. The only drawback is that we will need to change our phone number but the impact of this can hopefully be minimised by diverting calls from our mobile in at least the short term and coincides with an opportunity to refresh marketing materials. The new number will be a free phone number for the public. The Board voted to change to Windsor Telecom and RB was tasked with doing this.</p> <p>KN advised the group that any new community assistant would be able to answer the booking line whilst employed over the summer during normal work hours. Again this would tie in usefully with a call handling system. The Board welcomed this and KN to keep the group updated on progress with this.</p> <p>The use of Windsor Telecom would also tie in with increased use of Google Calendar rather than a paper based booking system.</p>	<p>RB</p> <p>KN</p>
4	<p>Events</p> <p>23rd April the John Muir Stone stacking challenge – The Beach wheelchairs are to be made available at this event. RB to confirm equipment is collected from Beach Hut for this event. MK and BC will man beach wheelchairs from 10am to 12pm and LG and RB 12pm – 3pm. We will publicise this event on our Facebook page.</p> <p>Flying Aspidistras Concert in June at Blackadder church. RB to clarify how many volunteers needed for serving refreshments.</p> <p>25th June MacDonald Marine Hotel hosting an event with 50% of proceeds to Beach Wheelchairs.</p> <p>RB informed the Board that he had put an individual in touch with Adventure Mobility about providing a wheelchair for the Kilt Walk in Balloch.</p>	

5	<p>Fundraising</p> <p>Monies are being raised by Judy running the Edinburgh Marathon and Balfour Beatty taking on the three peaks challenge.</p> <p>MK is approaching local restaurants to donate a table to Beach Wheelchairs over the May Bank holiday. The Board were delighted with this idea and MK will progress this.</p> <p>Our JustGiving page has closed. This was expensive and took a cut of all donations. RB recommended we switch to Virgin Money giving. The Board agreed to look at options and forward any comments to RB by the end of the week to ensure we get value for money with an online giving site.</p>	<p>MK</p> <p>ALL</p>
6	<p>Marketing</p> <p>AB to take forward new marketing materials for upcoming summer season. This will include no reference to a hoist and the new telephone number. The leaflet to include a sketchy map of the location of Beach Hut. AB will circulate new marketing material around the group for comment.</p> <p>AB noted that money, time and effort required to deliver hard copy versions of leaflets and posters (laminated as appropriate) to ensure good coverage. AB also asked the group to forward marketing suggestions for both marketing materials and future press releases.</p> <p>AB to obtain quote for 10 PVC placards.</p>	<p>AB</p> <p>ALL</p> <p>AB</p>
7	<p>Any Other Business</p> <p>AB to invite Debbie Gibb to join the Board.</p> <p>AB to invite Kirsty Wood to the next meeting.</p>	
9	<p>Date of Next Meeting</p> <p>11th May 2016 at 13.00 at the Marine MacDonald Hotel</p>	

Name _____ Signature _____ Date _____