

Beach Wheelchairs

Minutes of the Meeting 25th May 2016



Present

Robin Black (Chair) RB, Alison Brown (Secretary) AB, Len Groom LG, Bryony Capaldi BC, Melanie Kay MK and Debbie Gibb.

Apologies

Elizabeth Tomlinson and Kirsty Wood.

Minutes of last Meeting

Proposed by LG and Seconded by BC

Matters Arising

Procurement Policy approved with the amendments made.

MK will speak to ELC about what other policies should be in place for a small charity and seek templates. ACTION MK

Flying Aspidistras RB to check how many volunteers and timing. ACTION RB

RB to ask whether powerpoint available to show the presentation at the interval. RB to update the presentation. ACTION RB

Update on a previous action MK was disappointed to have had a poor response from local restaurants regarding her idea to 'Donate a Meal' but has received a number of vouchers which will be used in an upcoming raffle.

Secretary's Report

AB to attend Saltersgate Primary School Parent's evening with the Hippocampe.

Chair's Report

RB attending a school in Glasgow to advertise the charity.

		ACTION
1	Hoist The hoist is installed and commissioned and ready for use when our insurance is amended. RB will update cover appropriately. LG and RB are trained and will train other volunteers as appropriate. Training likely to take 15 minutes and will either take place alongside volunteer get together or individual training can be organised. Dave Swaney has offered to provide biannual inspection and service free of charge. RB to liaise with him.	RB RB LG RB
2	Flying Aspidistras Concert Dealt with in Matters Arising	

3	<p>MacDonald Marine Charity Event This event will still go ahead sometime in August. When RB receives more details of the event he will pass to MK who will liaise with the hotel to help in whatever way is needed.</p>	RB & MK
4	<p>Marketing Leaflets and posters are being distributed by the group and others. Agreed useful to have good coverage in North Berwick and more targeted coverage over wider area – concentrating on services likely to be used by people with disabilities. AB to update and circulate marketing list. All to continue to circulate material and keep AB informed. Identified need for more leaflets. AB to seek quotes for 3000 and 5000 leaflets from ELC printing department and other businesses in line with our policy. The leaflet is to be updated with a white diagonal and information of our hoist. The poster is to be rejigged to A4 portrait. AB asked for feedback on email info sent via Mailchimp. A number of the group did not appear to have received this. AB to check. AB asked for articles for next newsletter. AB to draft press release about our hoist. MK to contact Patricia at the Hub to inform her of the installation of the hoist and also to identify possibility of publicising our hoist alongside their booking. Possibility of inviting Judy Lockart/ Balfour Beatty to a ‘Hoist Launch’ event? AB to make enquiries with BBC Scotland Out of Doors/ Countryfile/ Coast to Coast/ STV Edinburgh to raise the projects profile. No to durable outdoor signage at this time as anything that is permanent requires planning permission. Might be useful for an event. Quotes would be sought from Carrick signs and Charlie.</p>	<p>ALL and AB</p> <p>AB</p> <p>AB</p> <p>ALL AB MK</p> <p>AB AB</p>
5	<p>Beach Hut Massive thanks to Len for working so hard in the cold weather to spruce up the Beach Hut ☺ RB to arrange with Harbourmaster to improve door fastenings. AB to write a Thank You to Turnbulls Home Hardware for the donation of the paint. A number of other issues were raised concerning the equipment. Namely brake issues with the Nomad and the Hippocampe. The tilt in space issue appears to be resolved with the DeBug.</p>	<p>RB AB No one id to take forward</p>
6	<p>Roles and Responsibilities The group carried out an exercise to identify what roles they thought they could take a lead on for the group. The group are to put down a brief description of what they think is needed for their role.</p>	ALL
7	<p>Volunteer Event This has been postponed due to the tight timescale. A date of the 17th June has now been identified (with back up of the 16th). Outline of event – meet at 18.30 at the Beach Hut for hoist training with informal session afterwards either in the sailing club or Glen Golf Club. RB to speak to sailing club in first instance and BC then to speak to the Glen. BC to invite all volunteers.</p>	RB/ BC BC
8	Any Other Business	RB

	<p>Booking line rota to be established. Currently old number has answer machine message asking people to phone back on new number. Number of calls to old number to be monitored and if remain low phone to be taken out of use within one month.</p> <p>Insurance is up for renewal. RB will get alternative quotes.</p> <p>AB and BC are meeting STRIVE on 9th June to look at ideas for engaging volunteers.</p> <p>RB has agreement for 'Evening Sailing' as a future fundraiser for some time in July.</p>	
9	<p>Date of Next Meeting</p> <p><i>Tuesday 14th June 2016 at 13.00 @ The Marine MacDonald Hotel. TBC</i></p>	RB

Name _____ Signature _____ Date _____