

Beach Wheelchairs

Minutes of the Meeting 13th June 2016



Present

Robin Black (Chair) RB, Alison Brown (Secretary) AB, Len Groom LG, Bryony Capaldi BC, Phyllis Conway PC and Kirsty Wood KW.

Apologies

Elizabeth Tomlinson, Melanie Kay and Debbie Gibb.

Minutes of last Meeting

Proposed by LG and Seconded by BC

Matters Arising

LG and RB have done hoist training with MK, BC and Cath Brookes (volunteer) this is ongoing. AB will work on hoist checklist for volunteers to ensure correct procedures and BC will sense check these. **Action AB and BC**

LG, RB, BC and MK volunteering at Flying Aspidistras concert but times and what is required to be confirmed. **Action RB**

Volunteer event to go ahead on 17th June. 7pm at Beach Hut and 7.30pm at the Glen Golf Club. **Action BC**

More marketing materials are ordered and marketing drive will continue. **Action ALL**

Treasurer's Report

Attached to this Minute.

KW advised that she had nominated Beach Wheelchairs to TSB for consideration for partnership charity.

		ACTION
1	Hippocampe Request from Melanie Kay Request from Melanie Kay for the Hippocampe for the weekend 25 th -26 th June approved by the Board. AB to advise	AB
2	Parking at the Beach Hut Agreement reached with the Harbour Master that Beach Wheelchairs customers can drive up to the Beach Hut and then re-park and if the harbour area is quiet may be able to pull up beside the Seabird Centre wall. It should be noted that volunteers should not be left on their own with vulnerable individuals – children and adults. Also this will not apply during the Fringe by the Sea. 'Making a Booking' form to be updated with this information.	AB and booking line
3	Volunteers AB will work on Volunteer Agreement and Policy with BC. KW will send outline previously received from STRIVE.	AB & BC KW

	BC to develop and send round a phone line rota. It should be remembered that the new phone system can easily be switched between users even for a day where it's no longer convenient or if someone is manning the hut. AB to liaise with PC for volunteer training on the wheelchairs	BC PC&AB
4	Law High School The Board welcomed the response from Law High school with regards to the potential to have a pupil on the Board. LG would like to be involved in any interviews. The timescale for this will be the new term. The Board would also like to seek S6 volunteers. KW advised that her experience would suggest that there would be no issue in having 16+ year old students as volunteers though we would need to ensure individuals are suitable. AB has also asked advice from STRIVE. AB to liaise with the school to visit, explain the project and seek volunteers. If appropriate interested pupils will be invited along to the Volunteer get together on the 17 th June. RB to check our insurance to ensure that there is no lower age limit for our volunteers.	LG AB RB
5	National Lottery Awards Discussion around our inclusion in the National Lottery Awards. We will work to publicise this alongside our normal hire service and the hoist. Effort in circulating the message electronically and distribution leaflets at the Beach Hut. Ian Rankin to be approached to work with us again and to highlight we have hoist. BC to approach primary school to send out email to all parents. AB will ask the High School after developing the relationship with them. AB to provide the wording. AB to confirm the voting period to decide on attending events etc. and continue to liaise with National Lottery	AB
6	Marketing More materials will be available shortly and all to help distribute and AB to manage. Aim to identify areas where a high turnover of leaflets – ie Seabird Centre, WhyNot?	AB
7	Roles and Responsibilities Carried forward	
8	Portobello Scheme AB provided an update of recent meeting at the Scottish Parliament with Kezia Dugdale MSP and Gordon Aikman and Portobello Beach Wheelchairs. Agreement from the Board to support them moving forward, provide Beach Wheelchairs for a planned event in July and looking forward to inviting Kezia Dugdale MSP and Iain Gray MSP to the Beach Hut - TBA. AB and RB to meet them again on 8 th July.	
8	Any Other Business Congratulations to Alison on award of British Empire Medal in recent Queen's Birthday Honours.	
9	Date of Next Meeting <i>Wednesday 13th July 7.30m @ The Marine MacDonald Hotel. TBC</i>	RB

Name _____ Signature _____ Date _____