

Beach Wheelchairs

Minutes of the Board Meeting 25th September 2017

Present

Mel Kay MK (interim Chair), Karen Sinclair KS (Treasurer), Alison Brown AB (Secretary), Bryony Capaldi BC, Dave Gibb DG, and Fergus Watson FW. Also in attendance Hannah Axon (STRIVE), Pete Sparkes (Beach Wheelchairs Portobello) and Robin Black (past Board member)

Apologies

Debbie Gibb, Len Groom.

Minutes

Proposed KS and seconded DG.

Matters Arising

Volunteers - Volunteers to be added to the WhatsApp group **Action AB and BC**

Booking Phone Rota – Bryony to do a booking line rota. AB can cover October holidays.
Action BC

National Marine Centre – The Board agreed to continue to object to the proposed National Marine Centre.
Action AB

Equipment and Maintenance – Matt carried out annual service of wheelchairs and thank you letter has been sent. RB agreed to take on monthly maintenance. MK will send him the maintenance schedule.
Action RB and MK

Insurance – AB confirmed that insurance is in place for Beach Wheelchairs Portobello.

Trademark Logo – FW recommended that we trademark our logo. AB to send digital images and FW to progress.
Action FW and AB

VisitScotland – FW will look at ways of working with VisitScotland and raising our profile. AB to send link to current webpage.
Action FW and AB

STRIVE training – HA encouraged the group to look at the upcoming STRIVE training events and also EVOC training events. There is also the Inspiring Volunteer Awards and the STRIVE conference on 7th November. AB to do Data Protection training and MK to do fundraising training. **Action ALL**

Fundraising – Elizabeth raised in excess of £800 with sponsored haircut which she hopes to match fund.

Financial – KS to liaise with CAF Bank about unusual activity on our account. **Action KS**

HSBC funding – we were not successful this time though hopefully will have another opportunity when we have been a registered charity for 2 years (a requirement)

Equipment – RB advised to reiterate to customers that brakes should be off when using the beach wheelchair to prevent damage to the brakes and wheels. BC to ensure this covered in training.
Action ALL and BC

- AB to update booking line info to make sure the best wheelchair is booked for any individual. **Action AB**
- AB to contact High School volunteers about making videos showing the different types of equipment and their operation and suitability. **Action AB**

		ACTION
1	<p>New Board Member</p> <p>Fergus was welcomed to the Board.</p>	
2	<p>Portobello and North Berwick – governance and communication</p> <p>Hannah led a discussion on governance arrangements and communication between the two projects and the Board. At this time the following actions were agreed:</p> <p>AB will work on a Project Outline/ Criteria which will set out what a ‘Beach Wheelchairs’ project looks like and includes. This will cover all aspects of the project, ie. Storage, volunteers etc.</p> <p>HA suggested an amendment to section 15 of the constitution now we have more than 1 project in operation and to allow us to employ staff at a future date. HA will send suggested wording to AB. This would need to go to the AGM and OSCR for approval.</p> <p>AB to issue the constitution to all Board members.</p> <p>Discussion around the Board becoming more strategic with project groups for North Berwick and Portobello which will deal with everyday issues. The Board was encouraged to think about this as a way forward and to think of what the Vision for Beach Wheelchairs is moving forward. The AGM would be an ideal opportunity if changes were wanted for the group and to share our Vision. To be discussed at the next Board Meeting.</p> <p>Someone from the Portobello project team should attend Board Meetings were possible.</p>	<p>AB</p> <p>AB (HA)</p> <p>AB</p> <p>ALL</p> <p>Portobello</p>
3	<p>Portobello Update</p> <p>Pete gave an update on the Portobello project and showed winning images from the Towerbank Primary School art competition.</p> <p>The Portobello project needs to expand the team and have clearly identified roles to ensure the project moves forward. AB will work with Cara Murdo to produce role descriptions. HA to send examples. These roles will then be advertised on Volunteer Edinburgh, our Facebook page and through targeted emails.</p> <p>HA advised contact for help from the High School would be Alison Dobson.</p> <p>HA suggested Cruden with regards to help painting or sponsoring the container.</p> <p>PS to check with OI planning permission for the site. We should seek comfort from the council if this is not a priority for them.</p>	<p>AB (HA and Cara from P.)</p> <p>PS</p>
4	<p>Second Beach Hut</p> <p>The Board approved spend to keep on the second Beach Hut at North Berwick for storage of additional beach wheelchairs.</p>	
5	<p>Powered Wheelchair from Adventure Mobility</p>	

	Adventure Mobility may have a powered beach wheelchair to trial in spring.	
6	Ramp MK confirmed that Sandra King from the Council has been advised that we are willing to make a contribution of £10,000 for the ramp upgrade. No further action required at this time.	
7	Youth Philanthropy Initiative BC will take forward meeting High School students from Law High School and MK will invite pupils from Knox Academy to pop down to the Beach Hut at the same time.	BC and MK
8	Volunteers BC to meet and train 2 new volunteers. BC to arrange a Volunteer Get Together on 5 th November at the Hope Rooms. The Board agreed to pay for this to be catered. BC to speak to Baguette Express. FW to speak to xx about donation of drinks. Heather from Law High School will work on a poster to encourage new volunteers. BC to liaise to ensure has charitable number etc.	BC BC FW BC
9	Agree Date AGM MK will find out availability of NBCC for start of December for our AGM	MK

Name _____ Signature _____ Date _____

Date of Next Meeting: To be confirmed