

Community Minibus Association

Charity Number 1173818



Virtual Trustee Meeting

1st June 2020

11am – 12.05pm

Minutes

Attendees:

Bill Hughes (Chair), Heather Turner (Treasurer), Cathrine Gear (Secretary), Alex Dolby (Fleet Manager), Bob Francis (Trustee), Steve O'Dowd (Trustee & LC Billingshurst)

Apologies Received:

None

Item 1: Minutes of Last Meeting

- Attendees approved the minutes of the previous meeting held on 4th May 2020.

Item 2: Update on Outstanding Actions arising from 4th May 2020

- Reference Item 3 - meeting with Mark Berry still to be arranged.
- Reference Item 4 - due diligence was undertaken and both Storrington Hub and the Surgery verbally confirmed they did not have an issue with the fact that our volunteer drivers have not had DBS checks.
- Reference Item 6 – yet to advise volunteers of our plans for Annual Report and Meeting.

Item 3: Financials

- A deficit in the region of £30,000 is forecast for 2020, based on the anticipated loss from not trading during the coronavirus.

Item 4: Update on Minibus Purchase

- In light of the uncertain outlook and projected deficit for 2020, it was agreed to delay taking delivery of the new minibus for as long as possible and to review the need for some divisions to retain multiple buses during November prior to proceeding with insurance renewal.
- The Trustees will review the annual long-term replacement programme once the full impact of coronavirus is determined.

Item 5: Update on Vacancy for Divisional Co-Ordinator for Wisborough Green

- There has been no update from Pat Farmer regarding her search for a volunteer replacement. Bill will contact for further news.
- Talk to Wendy Bliss regarding her intentions and discuss approach from Amberley.

Item 6: Progress on Compilation of Annual Report

- This should be completed ready for circulation to Trustees in a week or so.

Sign:..... Date:.....

Item 7: IT Issues in Storrington and Next Steps

- The Membership Secretary has reported the laptop is slow and she has experienced issues accessing the membership database. The spare laptop to be offered to her and it is hoped the access issues will be resolved this week.
- It was agreed to obtain two quotes to transfer the booking system to the Cloud and SQL.

Item 8: Update on Storrington Driving

- To date we have provided a transport service for eight people from the Storrington area either to their surgery or to an outpatient hospital appointment. No charge has been levied but it was agreed that we should ask Storrington Hub in future to suggest passengers pay a donation into our bank account to cover the cost of fuel and usage of the minibus. We are grateful to our volunteer drivers for undertaking these journeys.
- Storrington Hub to be asked when they anticipate resuming the patient transport service themselves.
- Amberley have indicated they would be interested in us supporting their patients in the same way and this will be progressed further with them.

Item 9: Resolving Twitter and Facebook

- All efforts to obtain log ins and passwords for the existing accounts have failed and it was agreed new accounts should be set up with different but similar appropriate names.

Item 10: Returning to Work

- Our intention is to resume the door to door minibus service as soon as government guidance states it is safe to do so. This may be with a reduced number of passengers and journeys to comply with whatever social distancing is specified at the time. It was felt it would be relatively straightforward for Divisions to resume operations at relatively short notice.
- Whilst some divisions may be able to return to work relatively quickly, the Trustees will review our ability to plan for return, in each Trustee meeting. This would/should include passenger numbers, marketing, financials, and volunteer position. Particularly we will shortly need to understand the overall “feeling” of volunteers, regarding return.

Item 11: Update on Marion Deacon

- Marion has decided not to progress volunteering as a Trustee.

Item 12. Any Other Business

- None

Item 13. Date of Next Meeting

- Monday 6th July 2020 at 11am.

Summary of Agreed Actions Arising from Meeting

Reference	Action	Action By	Completion Date
Item 2	Arrange meeting with Mark Berry Advise volunteers of our plans for Annual Report and Meeting	BH/SO'D BH	
Item 4	Delay delivery of new minibus as long as possible Review requirement for Divisions to have multiple minibuses in November	AD Trustees	

Sign:..... Date:.....

Item 5	Contact Pat Farmer to establish what progress has been made finding her replacement Establish Wendy Bliss' intentions and discuss approach from Amberley	BH	
Item 6	Complete Annual report and circulate to Trustees	BH	
Item 7	Offer Membership Secretary spare laptop Obtain two quotes to transfer booking system to cloud and SQL	HT BF	
Item 8	Discuss with Storrington Hub the idea of passengers making a donation to our charity when being transported by one of our minibuses Ask Storrington Hub when they envisage re-instating their patient transport service Progress enquiry from Amberley	BH BH BH	
Item 9	Create new accounts with Twitter and Facebook	BF	

Sign:..... Date:.....