

Community Minibus Association

Charity Number 1173818



Virtual Trustee Meeting

17th August 2020

11am – 12.30pm

Minutes

Attendees:

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

Apologies Received:

None

Item 1: Nominations for and appointment of Trustee to Chair This Meeting

- AD was nominated and unanimously appointed to Chair this meeting.

Item 2: Resignation of Chairperson and recruitment of a suitably qualified replacement

- Trustees acknowledged receipt of Bill Hughes resignation as Chairperson/CEO of the Association, which was dated 14th August 2020 and effective immediately.
- The Secretary to draft a person specification for collective approval, against which suitable candidates from within the Association and externally would be sought, and to update the Charity Commission details.
- S O'D to produce a note for internal distribution to volunteers, President and Vice Presidents.
- AD to respond to BH on behalf of the Trustees.
- BF to maintain regular contact with Body Shop.

Item 3: Minutes of Last Meeting

- Attendees approved the minutes of the previous meeting held on 20th July 2020.

Item 4: Brief Update on Outstanding Actions arising from 20th July 2020

- Reference Item 2
 - SO'D to arrange meeting with Mark Berry after BH's resignation has been officially communicated
 - BF has to date received one quote of £3,000 for 6 weeks work to transfer booking system to cloud and SQL. At least one quote more to be sourced.
 - Facebook account to be resolved.
- Reference Item 4
 - Risk Assessment and associated documents are work in progress.

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Item 5: Financials

- Accounts January to July 2020 circulated prior to meeting.

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

- AD to investigate cost saving option to SORN one bus each from Ashington, Pulborough and Storrington as they require MOT/service, to be stored securely with OJ's if possible and providing fire and theft insurance cover can be maintained.
- Purchase of PPE to include disposable gloves but to be deferred until there is a confirmed plan for re-commencing operations.
- It was agreed that Touch and Pay was not a viable option at this time. Divisions will be asked to propose their own solutions to avoid/minimise cash handling for approval by the Trustees prior to resumption of operations.

Item 6: Outcomes Arising from Virtual Management Board Meeting on 3rd August 2020

- No minutes were taken at this meeting.
- Apologies were received from Local Co-Ordinators at Billingshurst, Wisborough Green and Ashington.
- Discussions focused on the content of a suitable COVID 19 Risk Assessment and attendees agreed that no action could be taken to resume operations without such.

Item 7: COVID 19 Risk Assessment

- Input had been received from Trustee and some Local Co-Ordinators which the Secretary would sense check and utilise to produce, in liaison with SO'D, a three-part assessment for approval by the Trustees encompassing Trips, Office Working and Fuelling.

Item 8: Billingshurst Newsletter, Interim Operations Guide and Passenger Questionnaire

- Billingshurst Division produced a set of documents to update their passengers on a suggested approach to resuming operations and to seek their views. This could be utilised by other Divisions if amended to suit their situation.

Item 9. Roles and Responsibilities

- It transpired that John Draper, acting in good faith, has been exploring Sharepoint as an alternative to the Cloud and SQL solutions previously agreed by Trustees. Trustees had ruled out Sharepoint and after some discussion it was again agreed this was not an appropriate long-term solution. BF to contact JD to explain the Trustees decision and to keep him engaged.

Item 10. Any Other Business

- Trustees to re-look at the website to identify the features they like and those they do not for discussion at the next meeting, enabling a scope of work for the website to be drafted and prioritised along with other projects.
- Billingshurst bus now fitted with a reversing camera.
- An enquiry to transport one or two members to Tapestry Lunch Club had been received by Billingshurst Division. Would require operating out of area and providing crew and was therefore not an economically viable proposition.
- Driver assessments are continuing within COVID 19 guidelines.
- BH and PW to be removed from receipt of emails and phone calls and BF to be added. HT to copy BF in on any responses made and vice-versa.
- Public Liability Insurance renewal is due September. One quote for £750 has been received. Current insurer's quote outstanding. AD to investigate cost of the Trustee's personal cover currently factored into the Policy.

Item 11. Date of Next Meeting

- Monday 14th September 2020 at 11am.

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

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Summary of Agreed Actions Arising from Meeting

Reference	Action	Action By	Completion Date
Item 2	Draft Chairperson/CEO Person Specification. Update Charity Commission. Circulate suitably worded note to volunteers, President and Vice Presidents confirming BH's resignation. Write to BH acknowledging receipt of resignation. Maintain regular contact with Body Shop.	CG CG SO'D AD BF	
Item 4	Arrange meeting with Mark Berry. Obtain another quote for Cloud and SQL. Resolve Facebook Account.	SO'D BF BF	
Item 5	Investigate viability of cost saving option to SORN one bus from Storrington, Pulborough and Ashington as MOT/service become due. Include gloves in list of COVID 19 items to be purchased for buses prior to resumption of operations.	AD HT	
Item 7	Produce three-part COVID 19 Risk Assessment; Trips, Office Working and Fuelling.	CG & SO'D	
Item 9	Advise JD of Trustees decision to pursue Cloud and SQL rather than Sharepoint and keep him engaged.	BF	
Item 10	Identify website features liked and those disliked for next meeting. Remove BH and PW from emails and phones. Add BF pending appointment of new Chairperson/CEO. Investigate cost of Trustee's personal cover on Public Liability Insurance.	Trustees BF AD	

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