

Community Minibus Association

Charity Number 1173818

Virtual Trustee Meeting

22nd February 2021

10:30 am to 13:00 pm



Minutes

Attendees

Gerry Toner (Chair/CEO), Heather Turner (Treasurer), Alex Dolby (Fleet Manager), Bob Francis (Trustee), Steve O'Dowd (Trustee & LC Billingshurst)

Notes:

BF acted as secretary for the meeting.

1. Approval of minutes from Trustee meeting held on 25th January 2021

1.1 The minutes from the previous trustee meeting were accepted and approved with no change.

2. Actions from 25th January 2021

2.1 It was agreed to hold over the update till next Trustees Meeting

3. Strategic Process

3.1 Items 1 and 2 of the strategy document were discussed in detail particularly fleet utilisation, potential geographical expansion, increase in associate groups and more trips. BF to draft survey questions to obtain views of LC in these matters. Target is to have a summary of the answers by next Trustee meeting.

3.2 Strategy document was updated on line and is attached.

3.3 Detail of discussion was recorded and transcript produced. This transcript is attached.

4. Fundraising Update

4.1 A list of potential donors was produced and circulated.

4.2 From the list 7 potential donors were identified whose focus matches our object, location, and/or function. BF to produce a schedule of applications.

4.3 GT to send fundraising documentation received from VAAC

5. Trustee Recruitment

5.1 It was agreed unanimously to appoint Kay Gibbons as a Trustee

5.2 GT to notify Kay

5.3 BF to contact Kay to update her on various issues regarding marketing

Sign:.....

Date:.....

6. AOB

6.1 New Server/Document Repository

- 6.1..1** No further incidents regarding users getting kicked off the system have been notified. We are still unsure who has access to the each of the individual logons and when and for how long they use them. Before we look at changing the system in the short term, it was agreed that we need this information. HT to contact John Draper to provide this information
- 6.1..2** The admin section of the website has been tidied up minutes of both the Management Meetings and Trustee meetings are deposited there.
- 6.1..3** All the documents provided to GT by CG when she left have been put in Dropbox access details having been shared with all Trustees.

6.2 Financial News

- 6.2..1** It was unanimously agreed to adopt the Statutory Accounts for the Association for 2020

6.3 Electric/Replacement Vehicle

- 6.3..1** GT will look into the research projects at University of Brighton around alternative forms of motive power.
- 6.3..2** BF to contact University of Chichester to discuss the feasibility of a student project identifying issues around green vehicles, their integration into the fleet and the ancillary costs.

7. Date of Next Meeting

Monday 29th March 2021 at 10.30am. This will be a virtual meeting.

Summary of Agreed Actions Arising from Previous Meetings

Reference	Action	Action By	Completion status
3.3 (14-Dec-20)	Add BF as signatory to bank account	HT	In progress
4.1 (14-Dec-20)	If WG minibus not sold by next meeting review sales tactics	AD	In progress

Summary of Agreed Actions Arising from Meeting 25th January 2021

Reference	Action	Action By	Completion Date
2.4.1	Ensure backup of handover files provided on memory stick by previous secretary	GT	
2.6.1	Follow up with John Draper on issue with user being kicked off the hosted system (reported by Jane Jeffery)	BF	
3.1	Adjust wording in draft Trustee Report to make consistent with constitution	HT	
3.2.1	Find out Ashington division management capabilities from Wendy Bliss	SO'D	
3.2.2	Confirm that Ashington remains a division to Pauline Whyley	GT	
3.4.1	Set up conversations for GT and AD with related businesses	GT	
3.4.2	Progress initial steps on lottery application	BF	
3.4.3	Talk to VAAC partnership office about other point s of	GT	

Sign:.....

Date:.....

	collaboration		
9.1.1	Renew 'Reach' advert for secretary for another month	GT	
11.1.1	Align on date for next meeting (target end February)	All	

Summary of Agreed Actions Arising from this Meeting

Reference	Action	Action By	Completion Date
3.1	Draft survey questions for LC	BF	5 th March 2021
4.2	Produce a schedule of fundraising applications	BF	29 th March 2021
4.3	Forward fundraising documentation received from VAAC	GT	
5.2	Advise Kay Gibbons of her appointment as Trustee	GT	
5.3	Contact Kay to update her on marketing and other issues	BF	1 st March 2021
6.1.1	Contact John Draper to obtain list of all users of logons	HT	
6.3.1	Contact Uni of Brighton regarding alternative forms of motive power	GT	
6.3.2.	Contact Uni of Chichester regarding potential student research project	BF	

Sign:.....

Date:.....