

Community Minibus Association

Charity Number 1173818



Trustee Meeting

Trinity Centre - Storrington

29th November 2021

10:40 am to 12:10 pm

Minutes

Attendees

Gerry Toner (Chair/CEO), Kay Gibbon (Trustee), Gill Hughes (Treasurer), Alex Dolby (Fleet Manager), Bob Francis (Trustee), Steve O'Dowd (Trustee & LC Billingshurst)

Notes:

Al Frostick had resigned as Secretary since the last meeting and was not present.
SO'D acted as minute taker for the meeting.

1. Approval of minutes from Trustee meeting held on 27th September 2021

- 1.1 Item 6 regarding Ashington – "Alex expressed his concern that action was needed to get the village minibus back up and running". AD did not express concern – a more accurate wording would be "Alex indicated that action was needed to get the village minibus back up and running".
- 1.2 The minutes were accepted, noting item 1.1 above.

2. Outstanding Actions / Matters Arising

- 2.1 It was agreed to focus the meeting on items raised by each Trustee. There were no matters arising from prior meeting which required immediate discussion, and no examination of outstanding actions.

3. Division Plans and Resources

- 3.1 KG gave feedback on her meeting with a number of the Divisions, looking at organisation, communications and local publicity. She indicated that getting volunteers was a constraint to evolution in a number of Divisions, and this was generally agreed.
- 3.2 There was a discussion regarding interviewing of volunteer candidates especially for local coordinator or divisional administration roles. We noted that this should involve a trustee to consider the individuals aspirations, skills and fit with our team.
- 3.3 We also noted that we needed to provide any candidate with a good level of understanding of what the roles are about – this would need to come from an experience Local Coordinator. We will consider how to engage potential candidates in our activities – not just through interviews.
- 3.4 KG will continue to assist Divisions in their recruitment and communications plans – the immediate focus is on Pulborough.

4. IT Systems

Sign:.....

Date:.....

- 4.1 The meeting discussed the project to provide a web-based membership and booking system. BF stated that we had been progressing this since the Trustee decision in early 2020 to do this.
- 4.2 GH had (with Al Frostick) discussed the existing system with John Draper (who coordinates maintaining and running the current system) since the last Trustee Meeting. A proposal to remain on the existing system, and a further proposal to extend its use to all Divisions, had been made.
- 4.3 It was noted that support for the Access platform, on which the existing is built, is probably going to be available for the next 5 years. SO'D indicated that the move to new technology was not because Access would not be supported, but to provide a platform for the future.
- 4.4 Each trustee gave their view on the advisability of progressing with the project, considering ability of the organisation to accept change, the projections of activity and the support systems required, and the cost involved.
- 4.5 The Trustees decided to put the project on hold – the main reason being that organisationally we are not ready to implement the change.
- 4.6 The Trustees agreed that extending the use of the existing booking system to other Divisions was not appropriate at this time.
- 4.7 We noted that we have provisional funding of £5k from Sussex Community Foundation (SCF) towards phase one of the project. It was agreed BF would approach SCF to see if this funding could be deferred to a later date or failing that to see if it could be used for some other project.
- 4.8 The Trustees agreed to review this subject in 6 months' time.

5. Budget

- 5.1 GH had previously circulated a draft 2022 budget.
- 5.2 The fares income within the budget is based on 40% of 2019 activities. Whether this should be increased was discussed. The Trustees agreed that this should remain at this level.
- 5.3 GH will adjust the budget removing the £5k receivable from Sussex Community Foundation and changing the vehicle insurance premium to the figure negotiated from 1 December 2021.
- 5.4 The Trustees agreed to formally review the budget at the end of March 2022.

6. AOB

- 6.1 **2022 Meetings.** GT will provide a schedule of Management and Trustee meeting dates for 2022. The next meetings are proposed for Monday 31st January 2022
- 6.2 **Annual Accounts Examiner.** GH proposed to continue with the current external Examiner for another year for a fee of £400. This was approved by the Trustees
- 6.3 **Face Mask / Coverings Policy.** The Trustees discussed face masks / covering becoming compulsory on public transport from 30th November, in reaction to the arrival of the Omicron variant of the covid virus. The Trustees agreed to make face masks / covering compulsory on our minibuses with immediate effect. SO'D will update our covid operating policies and send the instruction out to all Local Coordinators to cascade this policy to all crew and passengers.

Sign:.....

Date:.....

Summary of Agreed Actions Arising from Previous Meetings

These were not reviewed.

Summary of Agreed Actions Arising from This Meeting

Reference	Action	Action By	Completion Date
3.4	Continue to assist Divisions in their recruitment and communications plans – the immediate focus is on Pulborough.	KG	
4.5	Contact SteadFast (IT supplier) to indicate systems replacement project is on hold and to be reviewed in 6 months	BF	<i>Completed</i>
4.7	Approach SCF to see if £5 funding could be deferred to a later date or failing that to see if it could be used for some other project.	BF	
6.1	Provide a schedule of Management and Trustee meeting dates for 2022	GT	
6.3	Update our covid operating policies indicating face masks / coverings are compulsory and send the instruction out to all Local Coordinators to cascade this policy to all crew and passengers.	SO'D	30-Nov-21

Sign:.....

Date:.....