

LONDON CYCLING CAMPAIGN

Board Meeting, 16th October 2014

LCC Office, 2 Newhams Row, London SE1 3UZ

ACTIONS SUMMARY

Item	Who?	Item	Status
3.2	Ashok	Draft a remit for the new IT Working Group and table the Digital Review at its first meeting	New
6.2	Ashok	Set up a Doodle poll for the Board awayday	New
6.2	Ashok	Set up the new committee cycle for approval by committee Chairs	New

MINUTES

Present: Rachel Aldred, Mustafa Arif, George Coulouris, Alex Dillistone, Ann Kenrick (Chair), Hannah Roberts, Gareth Redmond, Oliver Schick

Not present: Tony Levene (Treasurer), Daniel Barnes

In attendance: Ashok Sinha

1. Nature of Business

- 1.1 Ann welcomed the newly elected trustees (George, Alex, Hannah and Gareth), and returning trustee Rachel, congratulating them on their election.
- 1.2 She reminded trustees that the primary purpose of this short Board meeting was to elect the officers of the Board, reconstitute the main committees and agree the new meeting cycle; and that a full business meeting will be held at the beginning of November.

2. Election of Officers

- 2.1 Ashok (as Company Secretary) took the chair for the election of the Chair of the Board. Oliver nominated **Ann**, who was elected by acclamation.
- 2.2 Ann took over the Chair, nominating Tony Levene as Treasurer; Mustafa was nominated by Rachel as Vice-Chair. **Tony** and **Mustafa** were elected by acclamation.

3. Election of Committee Chairs

- 3.1 The Finance & Admin Committee (FAC) is automatically chaired by the Treasurer (**Tony**); the Chairs of the following committees were elected by acclamation:

Campaigns & Active Membership (C&AM): **Mustafa** (nominated by Oliver)
 Policy Forum: **Rachel** (nominated by Mustafa)
 Income Generation Committee (IGC): **Daniel** (nominated by Ann)
 Human Resources Committee (HRC): **Gareth** (nominated by Ann)

- 3.2 The Board also agreed to set up an IT Working Group (ITWG) to (a) consider the full review of LCC's digital platforms that has been commissioned by staff (due to be finalised soon), and (b) help staff agree ways forward. **George** was elected to chair it.

Action: Ashok to draft a remit for the ITWG and table the IT final review document with the new IT Working Group when ready.

- 3.3 In response to a question from Mustafa, Ashok confirmed that the remit of HRC included volunteers who work as part of the staff team but excluded wider volunteer issues (e.g. at the local group level).

4. Committee Membership

- 4.1 **Oliver** was nominated by Rachel to take the second seat that the Board formally has at the Policy Forum. He was elected by acclamation.

- 4.2 The following agreed to serve on the other committees:

C&AM: **Hannah, Oliver, Rachel**
 Policy Forum: **Gareth**
 FAC: **Alex**
 IGC: **Ann, Alex**
 ITWG: **Mustafa, Oliver**

5. Minutes of the 22nd September Meeting (Accuracy and Matters Arising)

- 5.1 Minor errors were corrected, and the minutes were approved.
- 5.2 Ashok explained to the Board that the total deficit that may arise in this financial year is around £90k, taking into account: the recent HMRC suspension of LCC's eligibility to claim Gift Aid on membership fees; changes to the funding regime for project work that LCC does for TfL; and below target new membership recruitment to date (retentions are holding up well).
- 5.3 He reminded the meeting that plans had already been agreed to (a) challenge the HMRC ruling (an accountant has been contracted) and (b) mitigate its effect, adding that senior management has a scheduled mid-year meeting coming up at which staff will create a plan to minimise the possible deficit and create contingencies to be triggered, as needed, across the remaining six months. These would be tabled with the next FAC, which will ideally be held before the next Board meeting.
- 5.4 Ashok also stated that he had asked staff to prepare a market offer of stand-alone 3rd party insurance at a rate below the allowed level of membership benefit (regarding Gift Aid claims on the membership fee); he noted that the impact on membership levels (i.e. a potential reduction arising from people choosing to buy the insurance instead of a membership) was likely to be low, on the basis of results from the recent survey sent to members - but this could not be accurately quantified. The Board agreed that it may be desirable that LCC offers this product irrespective of the Gift Aid question.

6. Future Meeting Dates

- 6.1 The following Board meeting dates were agreed:

Tuesday 11th November
 Monday 9th February
 Monday 30th March
 Monday 11th May
 Monday 6th July
 Monday 14th September

6.2 It was agreed that there would be a Board awayday in January, and that the 2015 AGM and Annual Conference would be on Saturday 17th October.

Actions:

- Ashok set up a Doodle poll for the Awayday
- Ashok to set up the new committee meeting cycle for committee chairs to review and agree.

PAPERS NOTED

- a. Staff Report, September (also noted at the previous meeting)
- b. Management Accounts, August (awaiting scrutiny by FAC)

Signed as a true and accurate record by:

(Chair).....

On.....