

Board Meeting Minutes

- Date: 2018-02-06 19:00
- Present: All

Proceedings

What we do

- Pay the rent, pay the bills, do the things that need doing
- We provide a point people can come to to express concerns (behaviour, use of tools...)
- We liaise with professional organisations
- TLDR: all the boring stuff

Chair / Secretary

- We need a chair in the event of an AGM/EGM
- Chair - Tas
 - *Aye from all*
- Secretary - work it out as we go along

Standups - do we need them?

- Not for the moment
- Trello board is working well
- Can use hashtags in the board chat for current TODO reminders
- Look for better use of trello board

Adjourns for food

Fotune cookie: Soon you will be sitting on top of the world

Discussion on physics or rotating the universe

Frequency of board meetings

- We could attempt hangouts in order to fit them in
- Thursdays are a good day for us
- Every two months on a Thursday
- Next one booked in for 3rd May 19:00

Budgets and pre-paid cards

- Next time
- Form posted for cards

PSC Register

- Person of Significant Control - annual return
- Becomes due by end of March and is due end of April
- By that point, depending on insurance, all PSC's will be Directors

Insurance

- Due to confusion of insurers where two colleagues ended up working on the quote, there's been delays but Cone is chasing them up
- **Action: keep poking**

H&S

- it is being implemented, we have the policy and are updating the new one
- **Action: To look at**

Funding form

- Signed and returned

GDPR

- Next time
- Bob on it getting a sample policy, hopefully for next time
- Discussion on website and member system compliance
- **Action: remind members to have emergency details up to date! if none set then membership will be suspended until we have them.**

Complaints from membership

- Board discussed two issues raised by members
- Warning issued to one
- Continually monitoring of other

AOB

- Member Storage
 - **Action: convert the guidelines into a coherent ruleset, present to next MMMM, get approval from members and then the guidelines will become rules**
 - **Action: make red labels**
 - Fight over lamination of them
 - next MMMM on 26th
- Member conduct
 - **Action: Chris to make spreadsheet**
 - Mice
 - Hygiene in space

Meeting ends

Takeaway was delicious

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