

BASIS 2 STEERING GROUP MEETING

Wednesday 1st February 2012, 09:00 at SAVO office.

1 Welcome and Apologies

Attendees:

Robin Hodgkinson (SAVO)

Hazel Pidsley (WSCVO)

Simon Waldron (SAVO)

Barry Henson (Suffolk ACRE)

Paul Banjo (SAVO Trustee)

Apologies:

Laura Hack (SCRN)

Robin welcomed everyone to the meeting.

2 Action Points / Matters Arising

Robin stated that Trevor Lockwood has retired as a Trustee of SAVO and therefore asked Paul to ask the Trustees to nominate another representative.

Minutes of the meeting on 26th October 2011 were agreed.

AP 9.1	Investigate use of Suffolk Passport with Suffolk Foundation	Hazel
AP 9.2	Investigate use Quality Passports elsewhere in the England	Gill

BOTH DISCHARGED - Hazel reported that funders were having to be even more stringent with applications and that the concept of a 'passport' was no longer acceptable.

Robin is investigating the concept of a Volunteer Passport to record individuals achievements and prevent duplication.

AP 8.3	Transfer funded related info. from SLC web to Ben - ONGOING	Simon
AP 9.3	Simon / Ben have a meeting to review Funding Network progress	Simon

BOTH DISCHARGED - Simon and Ben met on 25th July and it was confirmed that suffolkfunding.org was being developed under the BASIS1 project and all Funding related information on the Suffolk Learning Consortium website would be transferred across over the coming months.

3. Partner Updates

Reports were given from WSCVO, MAP, ICVS and SCRN, all whom reported a good variety of services delivered and organisations engaged.

4. Updates on Projects

Conference Fund - currently under spent, please make use of when you can.

Course Outlines and Toolkits - On target. The Charity Commission have approached us and would like to endorse TrusteElearning.org and have offered to ensure that all the content meets their guidelines. There is also the possibility of generating revenue by re-branding out Toolkits for other organisations (i.e. CVS's).

The next Toolkit to be produced will be on Managing Volunteers, which will be based on the Big Orange Book.

Quality Standards - Interest in PQASSO is increasing.

Funding Network - first organisation has used a Funding Mentor.

Trainer Network - on target. Next event – NLDC Conference in May.

5) Report update to The Big Lottery

Submitted on target. No queries raised. Whilst previously we had reported a significant under spend this has now been spent.

Simon reported that he had not chased partners for data for this report but the Annual Report, to be compiled in June, will require partners to provide full details of services delivered / organisations engaged.

6) Project Publicity / Partner Communications

Robin asked Hazel if the BASIS2 project partners could be cc'd the minutes of BASIS1 meetings?

County launch of updated Big Orange Book of Volunteering coming soon.

AP 10.1	ALL partners are asked to produce a short report on activities funded by BASIS2 to include in Newsletters.	ALL
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7) AOB

Simon was asked to contact Young Suffolk and check on progress.

Simon reported that the Suffolk Learning Consortium, in partnership with Suffolk County Council CLSD (Community Learning and Skills Development), had won funding from LSIS (Learning and Skills Improvement Service) to develop a joint Moodle. learnEAST had also won some funding from LSIS to maintain the regional learning forum. We have also been asked to produce some Case Studies on our successes for TSNLA (Third Sector National Learning Alliance).

8. Date, time and venue of next meeting

Tuesday 8th May, 12:30 for 13:00 (after BASIS1 Meeting) @ Bury Volunteer Centre
Robin, Simon, Hazel, Barry, Laura, Paul Banjo to attend

Meeting finished at 10:30