

BBP Ops Group Minutes 01/03/2023

1. Attendance & Apologies

Apologies: Kate Douglas (Shop),

In Attendance (and group represented): Drew Rose (DR) - Staff, Katy Wall (KW) - RTS, Dan W (DW) - Vols, Mike Lowe (ML) - Courses, Julien Roger (JR) - EAB/FAB/ASB/SC

2. Check in & acknowledgments

Katy - Good

Mike - Nice people in, a gratifying and active session

Julien - A bit tired but had a good day

Drew - Tired because son woke early. Got update email out to members

Dan - Mournful for loss of pet rabbit

3. Reps monthly updates

Raise the Saddle - Busy on Monday, has been going v well. Jo came as client so helpful. More volunteers needed. Shout out has been made. Promo ideas in development. New volunteers not getting emails as new RTS Coordinators not suitably trained in induction. ACTION ADAM TO FOLLOW UP

Freedom of Movement - Now happening fortnightly. Zara doing. Challenging due to disagreement between recipients. Drew spoken to Zara and she is happy to have volunteers to help. ACTION ADAM and also KATY (to put on RTS WhatsApp)

Earn A Bike / Fix A Bike - Up and down. Some sessions quiet. Some challenges with a specific volunteer sometimes. Plan agreed for what must happen next time he comes. Staff muddling through. JR not sure about incident procedure. ACTION DREW TO CREATE. Some training is coming up. Info on advice for staff and Coords would be good. ACTION KW to send Survival Guide. detail to DR. Some sort of doc required. A recipient has recently been very aggressive and this may put volunteers off. ACTION - See if Church could help. CONSIDER - Debriefing / follow up with volunteers in attendance. ACTION - Establish protocol for project wide approach (DR to lead).

After School Bikes - One individual youth is being disruptive. Has been on the point of being banned. Would be resistant to going. Not much known about him. Policing / minding the door is essential. Safeguarding issues - clarification needed on what BBP procedures exist. TF may know about this. ACTION DR to discuss with her. Also explore how Adventure Playground may be able to support JR currently doing Safeguarding course.

Social Cycle - A few volunteer users now participating. JR doing fliers. These will need to be distributed for outreach. ACTION JR, AD, DP, TF

Community/Project coordination -

Volunteer Nights - Programme of training underway. Full last night.

Shop

All is fine in the shop! Been a busy month and seems fairly consistent. We cleaned the parts washer :-)

Bike Kitchen - Advertised for coordinator position, interviewing soon

Courses -

Finance - See AGM. £2k profit over 8 months despite increased expenditure. Dec saw large negative difference between sales and costs.

Working groups: PWG, HR, GOV, RAD, SF. Call out to members at GM to join groups. DR to nurture.

4. Review previous actions

- See actions below
- Workshops and Shop signage: Something bigger and brighter about the co-op - the new co-op model map?. Something about how this is the community's project and everyone can participate / volunteer with pics of POC. Same for front of shop. (Drew) Blackboard
- JP Monthly report - In progress
- TF - To send report to meetings
- Insulation - Done
- Language boards welcome area
- Premises Working Group to discuss combined idea make proposals to Ops Group on what action needed.

5. Proposals / Issues

- EAB Photo Record. Revisit. WhatsApping of Greened bikes now happening. Monitor displaying gallery. Find a way of recording journey of the bike from initial donation to recipient = story of the project = strong clear narrative about what we do and why.

6. AOB

No

7. Check out

Ran out of time

8. Next meeting

5th April 2023

9.

Yellow = outstanding from last month

Action	By who?	By when?	Done?
Speak to RTS about training up coordinators	AD	09/03	
Recruit volunteers for FOM	AD / KW	09/03	KW added message to RtS WhatsApp group chat 3/3/23
Review safeguarding policy and procedure and improve	DR / TF / JR / DP	05/04	
Develop project wide incident policy and procedure	DR lead in consultation with all	05/04	
Send survival kit to DR	KW	09/03	KW sent link to DR 3/3/23
Finish SC flyers	JR		
Liaise with TF about EAB newsletter about FAB, and maybe translated (ask for translators via BHN)	DR	2/3/23	
Look into freelancer contracts for the courses	DR	ongoing	
Mike going to write a sheet to Drew and	ML	16/2/23	

directors to try and raise issue around course tutor recruitment and retention			
Ask JP to send the monthly finance update to DR as well as directors	DR	2/2/23	DONE (requested repeatedly)
Send report to meetings if unable to attend	TF	1/3/23	
Make request for reports from everyone with enough notice for next meeting	DR	28/3/23	Reminder set in calendar