

BBP DM / 29th August / 18:30 Minutes

Chair: Mildred Locke (ML)

Minutes: Richard Deane (RD)

Also attending: Grainne Canavan (GC), John Tolson (JT)

Also invited: Chris Woodward (CW)

Apologies: James Perrott (JP),

Finance update / succession planning (JP)

- JP to attend next meeting (September)

Review of previous actions

- All-staff meeting is yet to happen so Grainne was not able to bring discussion of budgets to it. Due to happen soon but not Grainne's responsibility to make happen.
- Shop staff already using Google Sheets (i.e. option B)
- Email regarding social prescribing sent and update to be given prior to next directors meeting.
- Grainne has sent an email regarding SWIG and bike sales. Thought that conversation with shop needs to be taken to the SWIG who will bring a proposal to the directors.
- John and Richard still to meet Tash, Davva and Drew. John to arrange.
- TA meeting re marketing to happen

BBP Updates

- Grainne, Drew and Davva to sort out risk assessments, including whether we need a separate RA for children.
- On donations, recommendation is we wait a month to see how donations pick up. Grainne mentioned an increase in donations and that having too many bikes can be bad if they are in bad condition (due to taking up space and time of sorting bikes). We will review status of donations at next meeting. OPs group requesting budget for pickup of bikes but it is important that bikes are checked before we commit to taking them.
- JP to be at next meeting, which should help give an outline of budgets. It is important that budgets will not give room for spending where there hasn't been any so far (i.e. no extra budget for volunteer recruitment), but will help control of other smaller spending which can add up to larger sums without oversight.
- General disagreement with graffiti on shop shutters (budget)

- Digital marketing course looks perhaps too involved for our needs. Whilst it is free, it would take a significant amount of Davva's time to undertake. Mildred has offered her help in teaching what she knows and assisting in creating of a content strategy. (**ACTION MILDRED**)
- Generally agreed we should get rid of Microsoft 365 but there needs to be a last check that we don't need it for some hidden reason/software we use. (**ACTION GRAINNE**)
- PWG to be involved in discussion around plater boxes and reinstating loading bay. Shop already has ramps which could act as obstacles.
- Comment surrounding "Gangsta Rap" requires clarification. Directors thought that singling out one music genre seems inappropriate, but if the issue is with language in music then there should be a rule about that or no music. Richard to speak with Henry (**ACTION RICHARD**)

Trading Arm (Rob)

- Would Rob like assistance with eBay? Richard to discuss with Rob (**ACTION RICHARD**)
 - Wheels to work (and advertising it clearly) to be something which is incorporated into content strategy (see above)
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AOB

Courses update (GC)

- Plan of action made. Material updated and thoughts about segregating sessions by brake type to make things simpler. Some staff already keen to run courses but GC to speak with shop staff about who else is keen. There would be 1 trained course leader and 1 less trained. Course tutors now to invoice full day rather than 6 hours and use extra time for set-up or planning. Increase of course price to cover extra time invoiced.

Notes from Rob on fundraising etc (GC)

- Rob has experience fundraising and would like to be involved. Suggest Fundraising Working Group headed by Rob and assisted by Tash, Davva, and Drew.
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Date and invitees for next DG meeting

Next meeting to be 27th September.

