

BBP Directors Meeting / 15.07.24 / 18:00 Minutes

Chair: Grainne Canavan (GC)

Minutes: Richard Deane (RD)

Also attending: Lewin Greaves (LG), Dan Weisselberg (DW), Andrew Riddington (AR)

Apologies: John Tolson (JT)

Agenda

- ☐ Check-In
 - ☐ Financial Update
 - ☐ Review of previous actions
 - ☐ BBP Updates
 - ☐ AOB
 - ☐ Date and invitees for next DG meeting
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Check-in

- ☐ **RD:** Intense times but lots of things to be grateful for
- ☐ **GC:** Fine. Had a nice weekend. Going to Falmouth
- ☐ **LG:** Didn't do as much work as they should have but in a good way
- ☐ **AW:** (apologies I realised I was meant to minute during this)
- ☐ **DW:** Had a nice holiday, Euros are over, back to reality

Marketing update

Possible update to members and a call out for assistance on summarising Hanan's work. New leaflets are for courses and EAB and are in the workshop.

Q: What happened to payment for animation of mural graphics

A: Dan to check whether David McMillan has been paid for any work.

Q: Dan to take on reviewing and managing social media, but it should be handled by a paid employee as soon as possible. Is there anyone identified?

A: Matt has expressed interest, but perhaps we need a budget for this. Or it could be part of the director's responsibilities.

Financial Update

Having returned to a full complement of TA staff, we are now only making a very small amount of profit. TA making the same amount (before costs) but are able to be less stressed.

Is a reserve policy up to members or Directors. To be raised at the DGM but not voted upon. People may not want us to be making profit. (RAD+AR)

Things to highlight to membership that Directors/SIWG are working on will be:

- Efficiency & profitability in the Shop
- Increase number of sale bikes processed & sold each month
- Grant funding for existing activities
- Increase Supporters' scheme
- Courses - increase activity

Similarly to marketing, do we need to have a Director who is more in tune with the financial side of the project? Do we take decisions, or do we spend more time consulting membership.

Forecasting required for rest of this year and into next (AR)

Review of previous actions

Action	Who	Status
Financial forecasting	AR/RW	Ongoing
Talk to AR&RW about whether they have an overview of spending per month	RD	Ongoing
Report back on fire safety meeting held with DA Need to get checklist of things to do daily and better accountability	RD	Partly done, more work needed
Marketing: ask DW to come to our next meeting to give an update/give an update by email	LG	Done
Remind people ahead of next meeting to fill in the reporting spreadsheet	GC	Done - last minute

Re. productivity: invite HG to directors' meeting for update	JT	Not Done
Re. productivity: invite DA to directors' meeting for update	LG	Not Done
Email Drew about ops group - is it running regularly? Does it need to? Does he need support?	RD	Not Done
Find out what Drews 2 working days are going to be from july	LG	Done
Ask Tom R for permission to share rolling focus calendar for us to look at - to potentially use and fill in when we have meeting with HG, TF, DR, DA. can also use it to	LG	Done
Reply to SC email,	RD	Done
Chase reserves policy - need to prioritise this and work out various trigger points if we started losing money	GC	Now with RD
Reply to Drew RE Voscur training - unsure of the use of it, and lack of capacity	GC	Done - received an email from DR explaining the usefulness of longer term strategic planning. GC/DR/MM (?) to discuss further and GC will do training if needed

BBP Updates

 BBP 2024 reports

AOB

- SPP for Matt Miller - see email from DR (RAD TO SAY YES)
- Permanent contract for Henry G's Tuesdays - see email (YES from GC)
- DR reference request - did anyone do this? (RAD to do)
- DR new job description/contract - did anyone look at this? (All to do)
- AGM - what do we need to do to prep for incoming directors?

- AGM - directors update, who will deliver it and what should it say?(RAD to write and LG to say): Largely trying to implement financial decisions, firm up reserve action strategy, input into the marketing and fundraising strategies, and continuing to develop H+S and fire plans. Thank you John for your service. Improving connection to different parts of the project and have transparency on finance and actions and such.
- Travel expenses: Does it set precedent, who decides who gets travel expenses, why was this not more transparent. Happened because it was thought to be less than \$250. Leaflet says will pay reasonable travel costs... CA needs to keep track of how much is being spent on that, and who gets it, and what is reasonable. Also can't get rid of samosas now because they are on the leaflet. (RAD to discuss with TASH)
- LG: are members doing what they are meant to do, and do they still want to be members. LG asked Drew about opt in.

Date and invitees for next DG meeting

6 PM Tuesday 13th August
