

BBP DM / 24th October / 18.00 Agenda

Chair: John Tolson (JT)

Minutes: Grainne Canavan (GC),

Also attending: Richard Deane (RD), Rob Wall (RW), Lewin Greaves (LG), Chris Woodward (CW),

Agenda

- 18.00 Check-In
- 18.15 Review of previous actions
- 18.30 BBP Updates
- 18.45 AOB
- Date and invitees for next DG meeting

Check-in

- **JT: first time chairing, nice!**
- **RD: bit tired but good**
- **GC: harried**
- **RW: alright! enjoyed the sun**
- **LG: also enjoyed the sun**
- **CW: also enjoyed the sun**

• Review of previous actions

Action	Who	Status
<u>Finance update / succession planning (JP)</u>	Rob	JP Replacement – Update. SIWG Meeting JP stepping down after xmas. Rob will take on some of JPs work, more on the book keeping end. Will be a gap on the more strategic/forecasting end of things Andrew Riddington should be stepping into this role. Looks like it should be relatively straightforward. RW would like to hand over book keeping by the end of next year, so we should revisit in 6 months(?) in order to find a replacement.

		Covering most recent finance update: Rob gives us a summary - BBP losing money, ok for now due to reserves. But if things don't change we may run out of money in a year Courses are coming back in full capacity after christmas and we've raised the prices. RW thinks we should make a structured written plan, with a person assigned to each money-making idea, and report back monthly (GC Action ask SIWG to do this (could be produced from minutes?)) RW happy to provide some input for fundraising as has experience Action: RD Ask Drew/Tash if anything happening RE business supporters scheme. RW and JH spent time on this previously, may be something to resurrect. RW has successfully registered us as a business ebay, but not yet for the community discount thing. Try and work towards RW being able to spend 1 of his days focussing on ebay over winter. and TA look at putting complete bikes on FB/Gumtree as an advert, not selling via (Action: GC bring to TA meeting) Chat to Davva RE this, he did this for lifecycle? RD maybe up for posting things on gumtree etc
Bring discussion of budgets to an all-staff meeting. What things would we like to have a budget for?	DV	Davva will send a budget Have had a budget from DA but its not much to go on on its own, (Action: RD will look at this and look at other potential budgets, and compare to existing spending from the finance update, and we can think about them within the context of not wanting to spend money atm)
Invite JP to the next meeting to discuss his	RD	Carried Over

stepping down and succession planning		
Chat with the team about this - make sure there's a TA meeting this month, and discuss sale bikes signage / marketing	GC	Carried Over
Chat to SIWG about resurrecting a conversation around this to speed up the production of sales bikes	GC Davva	Decision made to use some volunteers on a Monday to work on sale bikes. Practical details still to be discussed.
Organise meetings with Drew, Tash and Davva to chat / get to know / understand roles a bit better	JT & RD	Carried Over (ACTION: RD going to meet TF RE facebook, general introduction and if support/training needed for marketing)
Talk to Davva about assistance with creating content strategy	JT & RD	To discuss when we next meet up. marketing covered
Marketing	JT/RD	To discuss when we next meet up. covered above
Fundraising	JT/RD	To discuss when we next meet up. covered above
Dr Bike Review of Courses	HR	Half Day a Month option and then when enough booking move to one day a month BG taking on admin, SIWG
RTS – request for second paid coordinator	GC	To arrange a meeting with Rachel Still trying to have a meeting!!
Attendance at Members Meetings	RD	Discussion on how to improve attendance given the last meeting was almost not quorate. RD felt that members who do not attend at least two meetings a year should forfeit being a member. Also how to make attending more attractive. To be discussed further at next DG meeting and then voted on at next General Meeting in November? (RD will bring to next member meeting)

		(Action GC to talk to TA RE automatically becoming a member - need to attend meetings if they want to be a member and have input)

- **AOB**

New Directors	GC	We co-opted Lewin - does anything else need to happen? Action GC let DR know and check what else needs to happen (companies house, remove mildred add lewin) Welcome LEWIN! :)
Debrief of Retired Chair – And Appreciation of	JT	Action: JT contact mildred and/or drew RE if we should do a exit interview

Date and invitees for next DG meeting

6th December 5.30pm

Grainne chairing

Richard Minuting

BBP Updates

HR (Drew)

Volunteers (Davva)

Community (Tash)

Premises Working Group

Sustainable Income

RAD

Ops

Courses

Trading Arm (Rob)