

BBP Ops Group Agenda

1. Attendance

Attendees: Krysia, Rich, Tim, Big Al, Simon, Seonaid, Richard

Apols: Grainne, Julien

2. Check in & Reps monthly updates

Community/Project coordination

- K has handed over all governance and volunteer coordination to J. Steadily getting through governance work. L and K working on writing up info from members model review.
- K looking at alternative funding for community projects and doing outreach. Lots of community dr bikes on the horizon. Looking promising on funding for big bike revival.
- To get written update from new premises working group.
- Website still on hold due to functionality of booking system for maintenance courses.
- Supporter scheme in place and updated.

Finance

- All well!

WXN & FOM

- Krysia new co-ordinator for WXN & FOM
- Fom lots of no shows, needs more outreach, thinking on how to prevent no show

FAB

- No time to prep bikes. Issue with green bike all ticked but not signed off and shouldn't have been ticked. Low on volunteers atm.
- Had half hour feedback session with volunteers, went well. Richard to write up notes.

EAB

- Steady on number of vols.
- Issues of eab supply has been discussed in ops group.
- Putting out a lot of bikes.
- Tim has sent email on wheel mountain control ideas.

Volunteer Nights

- First aid questions. Accident book should be stored in lock box, gdpr regulations.

- To relook at strip bike list and parts list.
- Increased focus needed on filling gaps on green rack.
- Discussions happening on managing challenging volunteer.
- Coordinator training session - Adam to collect ideas of what people want.
- S still focused on getting a vol feedback session together.

ASB, Social Cycle

- ASB: Volunteer number fluctuation. Volunteer feedback session this Friday.
- Social cycle: Feeling slightly stretched to capacity. Vols night or Thursday session to prep a young persons earn a bike to relieve pressure.

Hengrove

- Started Monday workshop 3 teenage boys, good feedback from 1st session second session bit frustrating.
- New service level agreements being put in place for Cycle Superheroes and Fleet Servicing work
- Welcome to Davva: new mechanic for fleet servicing role!

Trading Arm (Sales, Repairs, Bike Kitchen, Courses)

- No update

3. Review previous actions

- Email BRR about FOM's existence - remind them FOM is an option for Women if they don't want to go to normal EAB (JH) - Krysia taking forward
- Could we e-mail FOM/EAB attendees after a few months to see how the bike is being used and if it's made an impact. (JH to talk to Krysia about idea) - Krysia taking forward
- All: Feedback to Julien with any comments on the worksheet. - all in meeting say it's great. - DONE
- 'All ears for volunteers' - Feedback/check in meetings with vols to be arranged in each workshop. (SiD & Luke actioning in their sessions. KW to check in with JR) - DONE
- All: Read RA's email re Community Dr Bikes - DONE
- Do a test run of setting up a Signal messaging group (TS) - Krysia & Tim to take forward
- Re-book St Paul's Learning Centre for next month (JH) - DONE
- Include sentence in the internal updates: don't forget you have an OGR! - (JH) - DONE

4. Proposals / Issues

Ops Groups Rotation

Outline process for becoming an OGR (as per Co-op handbook):

- Notice of OGR vacancies are sent to the staff, coordinators, members and volunteers of the relevant areas of the Project.
- Any employee, member or volunteer can put themselves forward for the role as long as they have the name of 1 other employee, member or volunteer willing to nominate them. If more than 1 person applies, the employees, members or volunteers from the relevant area of the Project will be asked to vote.
- Every 6 months at the June and December Ops Group meeting, a minimum of one third of OGRs - those who are longest standing - will stand down, although they will be eligible for re-election.

Actions needed:

- Identify at least one third of OGRS (longest standing) willing to step down: Krysia, Tim, Julien, Seonaid (Krysia & Tim willing to continue if no other reps come forward).
- Notice of vacancies to go out to Members on Thursday 16 May
- Those who are nominated to come to June OGM

AGM follow up

Member highs of 2018 included: strength of community, 10 year anniversary, new BBP films, media coverage, Bike to Bestival, volunteer training (including disc brakes), busy workshop sessions and shop, better communication, social rides, organisational improvements, Henry's seamless handover to Tim!

Member lows of 2018 included: uncertainty over premises, EAB stock management, communication between community programmes, parking, Kat leaving :(

Things members wanted to see for 2019: more outreach, more fundraising, continued focus on diversity, more Dr Bikes, more volunteer training, re-launch after move, more EAB sessions, more members chairing GMs, more upcycling/recycling

OGRs should bear all of this in mind when bringing forward proposals / prioritising work etc

5. AOB

- Big Al to chair June meeting (if a rep!) and Luke in July
- Item from DG: please ask everyone to return parking permits!!
- UPDATES FROM TONY:

7. Actions summary

- Read Tim's wheel processing proposal and comment (all!)
- More communication needed between programmes on prepping bikes for EAB (all!)
- Communicate decision to limit numbers at vol night to 14 to ensure session can be coordinated effectively, but in nice weather vols can set up stands outside to strip bikes only (Simon)
- Relaunch bike strip Sundays?! (Krysia/Jo)
- Relabelling parts boxes (Tim)
- Richard to follow up conversation with condor cycles r.e. getting 2nd hand parts that they chuck. (Richard)
- Contact other bike shops in Bristol asking the same (Krysia / Jo)
- Everyone to remind everyone about lifecycle city and guilds level 1. £15,000 and under earnings a year there is funding but they are flexible (all!)
- All coordinators to ask volunteers for parking permits returned asap (all!)
- Dr Bike meeting (Krysia & Richard)
- K and J to share trello board of their projects (Krysia)
- Write up and share notes on FAB volunteer meeting (Richard)
- Action the Ops Group rotation (Krysia)

8. Next meeting

Tuesday 11 June!