

# BBP Ops Group Agenda - October 2022

## 1. Attendance & Apologies

**Apologies:** Jo Hellier, Dan Powell

*(Directors general don't attend unless specifically invited)*

**In Attendance:** Drew Rose (support staff) Kate Douglass (shop) Julien Roger (projects) Adam Dolling (volunteers)

## 2. Check in

How these meetings are held / shared.

DR - noted that these minutes are made *publicly available* via the co-op handbook on the website. As such, any sensitive information regarding individuals or the business should not be minuted in a way that would breach confidentiality.

### Check in and acknowledgments

DR - All good, bit tired of computer screen. Would like to acknowledge KD and everyone for being friendly and helpful!

JR - Had a good day. would like to acknowledge Dan W for all the amazing work he has done in the workshop.

KD- All good. Would like to acknowledge DR for being great

AD - Had a good day off. Would like to acknowledge Tash for helping him get set up.

## 3. Reps monthly updates

### Community/Project coordination / EAB / FAB

JR - EAB and FAB sessions going well. Lots of good vols. Good numbers and reliable mechanics. Feels easier to keep up with bike builds. We're going from 4-5 EABs per week. Great work all!

JR - Showed designs for new Ltd edition tee shirts and they look great!

Suggestion: can we use the downstairs office for AD, DR and TF and generally make it nicer for everyone? Yes, staff to clear stuff out. DR to speak to DW about plan including more / better shelving.

## **Finance**

No update

## **RTS & FOM**

No update

## **Volunteer Nights**

AD - Vol numbers fluctuating, but higher than last month and more green EABs!

Suggestion: can TA staff integrate more with vols? I.e. have lunch in social area? Noted need for staff to have quiet lunch if they want it. What about all having a tea break at same time? Further discussion with TA needed at their next meeting.

Discussed putting member induction form back on the computer in the workshop but it was getting confused with vol induction form. Decided to have clearer comms & signage about membership but keep form on drive / upstairs computers.

## **ASB, Social Cycle**

ASB has some disruptive kids. We need to get some safeguarding training, and always have two coordinators. DR to look into safeguarding training options.

Friday vol numbers slow for Social Cycle, but there are some good regulars for ASB

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

KD - Shop fully staffed, TA to discuss strategy for what we should be doing at different times of year to make the most money.

See if we can get people to leave google reviews for courses as well. Reviews are quite hidden on website. AD to speak to ML. DR - easy to copy reviews from google to website but not the other way around.

## **4. Review previous actions**

Please see previous minutes.

JR - still working on tee shirts. Going Well!

AD/DR to look at volunteer handbook/ grievance process/ what is bad volunteer behaviour.

## 5. Proposals / Issues

- Remit of group - **See co op handbook, it's quite explicit.**
- Membership of group / How OGRs are elected / removed - **See co op handbook, it's quite explicit.**
- Setting regular monthly meeting - **OG to meet regularly 1st week of the month.**
- Process between meetings - ensuring actions are taken
- Keeping fire doors closed / fire safety update **KD to put big sign on fire doors.**
- Volunteer grievance policy **DR / AD to review.**
- GitHub Pro payment. **Yes - spend the £38 to be able to print stuff.**

## 6. AOB

Discussed making the shop more clearly convey aims of the project / more welcoming / a better retail space. **AD + KD to take it to the next TA meeting.** Come up with ideas and make a plan. Do the work over Christmas.

## 7. Check out

## 8. Actions summary

Action	By who?	By when?	Done?
Discuss membership induction process.	AD, JR, DR	21/10/22	YES
Add minutes (and last 2 months) to Co-op handbook	DR	13/10/22	YES
Ensure minutes sent to all people we represent	ALL	21/10/22	

Review volunteer 'bad behavior' definition in co-op handbook	AD, DR	21/10/22	
Get more OG reps for unrepresented sessions	DR	21/10/22	PARTLY
Organise VN coordinators meeting and get a rep	AD	21/10/22	YES/forgot to ask about rep.
Speak to ML about course reviews on google rather than website	AD	21/10/22	
Plan for shop redesign - take to next shop meeting	KD + AD	Next shop meeting - mid Oct	
Staff to clear stuff out of downstairs office.	ALL	21/10/22	YES
Bigger sign on fire door to downstairs	KD	21/10/22	
Speak to DW about improving downstairs office	DR	21/10/22	YES
Present safeguarding training options	DR	28/10/22	YES

## 9. Next meeting

First week of November.

DR to arrange the best day/time and give fortnight's notice.

OGRs to ask for input one week before next meeting.