

BBP Directors Meeting / 20.01.2025 / Minutes

Chair: Richard Deane

Minutes: Lewin Greaves (LG)

Also attending: David Sproxton (DS), Justin Desyllas (JD), Shalyn Trisha (ST), Rob Wall, (RW)

Apologies: Grainne Canavan (GC)

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:~~
- ☒ ~~LG:~~
- ☒ ~~DS:~~
- ☒ ~~ST:~~
- ☒ ~~JD:~~
- ☒ ~~RW:~~

Financial Update

As expected, December was bad. £7k loss (bit bigger than we'd have liked, £4.5k last year, £6k year before that). Shop was closed for a bit too long - 2 days longer than last year. Beginning of Jan was relatively busy.

Extra £1k outgoings from pay rise in December.

Overall picture is still healthy.

Reserves are currently slightly below 4 months, take no action now and review with January's figures.

New grant for ASB - equates to about £700 per month over two years. We have received this whole amount already.

The supporters scheme is live and supporters are trickling in. There was a push for EAB donations over Christmas.

Question about holiday allowance: does everyone have to take leave over Christmas? We don't have a policy.

Review of previous actions

Action	Who	Status
Feed back to Davva+Drew on fire training email not necessarily being heard	RD	Done
Chase reserves policy - need to prioritise this and work out various trigger points if we started losing money	RD	Done
Sabbatical policy talk to Drew	JD	
Initiate meeting on future of project (where do we want to be in 5 years?) / GC, DR, SW, JD, Matt Miller	GC	
Ask Tash how can we market EAB more and can we have a booking system for Social Cycle	RD	
Can Davva audit volunteer language skills	JD	Done
Overtime. Discuss policy with Drew (LG) and ask Rob+Ridz what budget there is (DS)	LG + DS	
Compile Risk Register	JD	

Sabbatical policy: up to a month is doable, a year is doable (with cover staff) and anything in between is impossible! Drew to ask over organisations about their policies.

Matt, Drew and Shalyn met to talk about BBP missions, using a theory of change worksheet for each. We are actually meeting current missions, do we want more? Next meeting is not yet scheduled. No longer needed as a Directors Group action, the working group will update us.

RD spoke to Tash: Tash said we don't need to market EAB more and that also a booking system isn't needed for SC. (There was a lull and EAB bookings are back up).

Drew is in the process of writing an overtime policy for us.

Justin is still trying to collate the various versions of the risk register.

BBP Updates

BBP 2025 reports

Directors Update For Ops Group - Minute taker to add link to DG Minutes

AOB

General Meeting tomorrow - Shalyn, Justin and David will be attending. Shalyn to give our update.

Date and invitees for next DG meeting -

24 February 6.15pm