

BBP DM / 27th September / Minutes

Chair: Richard Deane (RD)

Minutes: John Tolson (JT)

Also attending: Grainne Canavan (GC),

Apologies: Mildred Locke (ML) James Perrott (JP), Chris Woodward (CW),

Review of previous actions

Action	Who	Status
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
Invite JP to the next meeting to discuss his stepping down and succession planning	RD	Carried Over
Chat with the team about this - make sure there's a TA meeting this month, and discuss sale bikes signage / marketing	GC	Carried Over
Check in with Tash, Drew and Davva for clarity on what's happening with social prescribing	RD	Charlotte Keele Health Centre Paid £20 x 20 but only referred 3 so far. Social Cycle on Fridays has been well attended.
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. Also having cheaper sale bikes available for £150?

Organise meetings with Drew, Tash and Davva to chat / get to know / understand roles a bit better	JT & RD	To be arranged on Tuesday – 10 th maybe?
Check we didn't need Microsoft 365 for anything	GC	We don't. Done
Talk to Davva about assistance with creating content strategy	JT & RD	To discuss when we next meet up.
<u>Matters Arising</u>		
Marketing and Fundraising	JT/RD	To discuss when we next meet up.
Dr Bike Review of Courses	HR	Half Day a Month option and then when enough booking move to one day a month
RTS – request for second paid coordinator	GC	To arrange a meeting with Rachael
Payment for training	HR	Jacqueline requested clarification. Confirmed she and everyone else should be paid
Financial Reporting	HR	Accounts for year up to March 24 to be complete by AGM in July
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?
Next DG Meeting		17.30 24 th October
Invitees	RD	JP – Finance Update / Succession CW

