

The Bristol Bike Project - General Meeting - 28th November 2023

Facilitation - Drew R

Minutes - Rob W

Apologies - Rachel H, Dan W, James P, Richard D

1. Introductions

- Go round done

2. Matters arising

- resolution to change number of general meetings to 4 per year was passed last time
- CCTV to be discussed at this meeting
- Dan W working on application for interns from UWE and UoB: one to do marketing and one to do fundraising
- should we increase eBay capacity?
- front of house sales-focused role: Chris W reported that this was discussed at the last meeting but it wasn't a fully-formed idea. Agreement that this should be discussed at a trading arm meeting

3. Directors' report

- John T gave report.
- Mildred has stepped down as director and was thanked for her long standing contribution.
- Lewin has been co-opted as a director until the next AGM.
- James P is stepping down from his finance role at the end of 2023 and Andrew Riddington is taking over to support Rob W.
- There have been various discussions around issues relating to finances. There's now a funding improvement plan in place.
- Discussion of whether members should lose membership if they don't attend GMs. No firm decision made.
- Going forward, DG will support efforts at fundraising and increasing publicity for the project.
- Shaylin asked for more info on this last point. Chris W reported that he and Dan W have been working on a marketing plan, and the marketing intern will hopefully take this forward.
- Adam D noted that on our social channels we appear to be very inward looking. There's not a lot of interaction with other community orgs etc.
- Davva noted that social media doesn't really fall into anyone's role description and we don't have any firm policies on what we should or shouldn't share, promote, etc.
- Drew suggested that this is probably in Tash's role as it comes under comms. He went on to say that it would be useful to have a social media policy which gives the person managing it a remit for what they should or shouldn't be sharing or promoting.
- Drew recommends that we should ask Tash to draw up a social media policy. This would set out what we want our social media to be, and why. Davva noted that this will tie in with a marketing strategy too.

- Shaylin noted that RAD group has discussed doing a survey of neighbours to see what they think about BBP, what do they want and expect from us, etc.
- Lewin briefly introduced themselves as a new director. Drew clarified that Lewin is co-opted as a director until the next AGM.

4. Finance report

- See attached. In summary, a very challenging year to date, with monthly losses leading to a reduction in reserves. October was better though, with a small profit across BBP for the first time in several months. We will need to maintain this.

5. Working groups + other updates

- Drew introduced Sustainable Funding Working Group's profit improvement plan. As part of this Drew is spending up to half of his time on fundraising from now on. He discussed various potential income streams: supporters scheme growth, bike sales, courses, grant funding. Plus some other ideas which are as yet not so developed.
- Henry G noted that the supporters' scheme was successful in the past, so it'd be interesting to know what's changed. He also said we should be using social media more to show what we do and therefore make a case for why people should be supporting us.
- Shaylin suggested that we could reach out to anyone putting together an alternative xmas guide to suggest that people could give a donation to BBP as a gift.
- Davva reported on the fun working group. Film screening last week was a good start and showed we can host social events. A good way of hopefully encouraging people to come to the project who haven't been before.
- Davva also reported that BBP is now a member of Bristol Energy Network (re. premises working group_.
- Drew reported that Zara is leaving as a shop mechanic in the new year. Zara, BBP thanks you!
- Lewin reported on RTS. Coordinators recently had a meeting to discuss how they can better support volunteers. No firm conclusions, but conversations ongoing. This led to discussion of training. Grainne suggested that RTS coordinators could take Adam's volunteer training materials and deliver them on a Monday eve. Also discussion of making a wiki with instructional videos, rather than having to have in-person training. Adam and Davva to discuss.
- RAD update from Shaylin. She's keen to carry out a local survey but would like help. Suggestion that Dan W would be a good candidate because he has already met many local businesses through work on the parklet.
- Davva reported that BBP has benefitted from ~400 vol hours per month in Oct and Nov. Two new evening coordinators have just been trained up. Davva's trying to streamline the way in which volunteer session data are collected so that there isn't so much for coordinators to fill in. Also looking at H&S and fire warden training for volunteer coordinators.

6. CCTV

- Proposal from Henry G, Mike L and Dan P (comm workshop daytime coordinators) to install CCTV in the interests of safety and security. A few small cameras in community workshop and possibly in shop with agreement of TA staff.
- Henry has looked at costs. About £500 for a reasonable setup. No legal issues re. storage of data.
- Grainne suggested that they're uncomfortable with the idea of using CCTV as a means of prosecuting someone who's probably having a tough time anyway. Rob and Davva agreed.
- Davva had looked for research on the effectiveness of CCTV in shops as a deterrent for shoplifting and other crimes and hadn't been able to find much evidence. There may be other means of increasing security.
- Karen noted that she's used to working with CCTV in libraries and feels that some people will feel safer knowing that CCTV is there.
- Morgan said that he's surprised that we don't have any alarms and that this seems like more of a priority than CCTV.
- Beth said that from a shop point of view it feels more important that we don't have lone working than that we have CCTV.
- Henry G said that camera isn't necessarily as a deterrent or for prosecuting people. It's more so that we internally can look at an incident and establish what happened. Will also help if we need to identify someone to ban them, rather than just having a vague description.
- Lewin expressed some doubts about how effective CCTV would be in this regard, especially as there's no sound.
- Justin noted that the way people use the community workshop and the shop is quite different. So it may make sense to treat the two areas differently.
- Steve raised the issue that often incidents happen on the street and we would need to be careful about recording in a public space.
- John T sees some practical questions. Where would the cameras be? How many? Are we aiming for coverage of every square foot of the project? John in favour of having a bell (as Adam D described at Bike Workshop) so that you can raise the alarm from shop or workshop and get other people in.
- Drew reported that he'd had some input from Alasdair Yule. Alasdair was supportive of the proposal if that's what the community workshop coordinators feel is best for their safety and ability to do the job.
- Adam D said he felt as though we need a more structured discussion of this as there are so many facets. The meeting agreed that we can't make a decision today.
- Drew suggested that there's actually a larger discussion to be had about safety and security in the project, taking in protocol for if/when we call the police, CCTV, and more.
- John T suggested that he'd feel it would be easier to make a decision if he knew exactly what's being proposed in terms of how many cameras and where.
- Drew is happy to lead a piece of work around staff safety and security, to include CCTV, lone working and any other relevant issues.

7. 2024 meeting dates

- Drew suggests quarterly:
 - April 16
 - July 17 (AGM)

- Oct 15
- Jan 15, 2025

8. AOB

- Preference for meetings to be at 6pm rather than 7 in future. With food!
- NO OTHER BUSINESS!