

# Black Canon Collective

## Meeting Minutes and Action List

Prepared by Caroline Mackinlay

### 1. Meeting Info

**Meeting:** Seventh Meeting  
**Date:** 10 April 08  
**Time:** 20:00  
**Location:** The Rose and Crown, Warminster  
**Attendees:** James Arthur, Neil Cousins, Andrew Denham, Will Hardy, Ben Irons, Rob Lewis, Alastair Mackinlay, Caroline Mackinlay, James Sinclair

**Meeting Chaired by:** Andrew Denham

### 2. Meeting Agenda

- a) Minutes from 3 April 08
- b) Outstanding Actions
- c) Any Other Business
- d) Actions

### 3. Minutes

#### a) Minutes from 27 March 08

The minutes were accepted as an accurate record of the meeting

#### b) Review of Last Meeting's Actions

AI has set up Google Docs for the committee, and gave out logins to the committee at today's meeting. The login is linked from [www.blackcanoncollective.co.uk](http://www.blackcanoncollective.co.uk). The redirects from [longleatridercollective.co.uk](http://longleatridercollective.co.uk) and [blackcanoncollective.com](http://blackcanoncollective.com) to [blackcanoncollective.co.uk](http://blackcanoncollective.co.uk) are done, and a holding page is up.

Andrew is ready to publish the Rules and Constitution on Google Docs now he has a login. Andrew completed the CASC application. He still has to forward his accounting spreadsheet to Ben.

Andrew, Neil and Ben went have opened the club's bank account at Lloyds TSB in Trowbridge.

Ian has completed the British Cycling application form; Andrew has posted it and paid the membership fee.

Neil still has to organise a traffic count on the bridleway adjacent to the Longleat site.

Rob has been trying to get hold of William at ChainReaction Cycles regarding a discount on a Freelaps system but hasn't been able to get through by phone, so has emailed.

#### e) Any Other Business

Black Canon Collective awareness for non-club members -  
Andrew has posted a locked topic on the SouthernDownhill "Tribal Gatherings" forum stating what's going on regarding riding at Longleat at the moment and asking anyone who is interested in becoming a member of the Collective to get in touch.

Family membership –

It was agreed that where both parents in a family are full members of the club, then all children under 14 become full members for free automatically.

CASC Application –

We cannot apply to become a CASC until we have three to six months worth of accounts. This means that currently anyone who donates to us cannot claim the tax back, and can't use Gift Aid. So, there is less (financial) benefit to the donor.

Member numbers –

We need to be able to set the club up for the first year just out of membership subscriptions, as we will find it harder to solicit donations now. The basic cost of our first year is just short of £1000, so we need about 30 people to register in order for the club to be viable. So, please chase your friends to sign up!

Membership cards -

Al has done some research on pricing.

Before we can get cards printed up, we need to agree colours, the logo, and the information to go on the card.

We need to ensure that temporary and day passes can't be easily copied; we could use something like a stamp or an embosser to make the cards a bit harder to fake.

We have to create a membership application form which will contain the essential information, member's (or their parent/guardian's if under 18) signature, 2x passport photographs (one for the card, and one for us to hold on file), and a disclaimer.

Rob suggested contacting Aston Hill to see what they do.

Club colours -

Andrew suggested using something fairly muted and also tied in to the Longleat colours – this pretty much means the green and yellow, and brown, grey, white and black.

Zebra print seems to be pretty popular...

Club logo -

We want to agree the club logo at next Thursday's meeting, so could everyone get their suggestions posted on the thread in the Black Canon Collective forum.

Parking -

No further action with regard to finding us a spot to park cars.

However we want to get car stickers printed up – these will just have the club logo, and a space to manually write in the car owner's membership number. This will provide us and Longleat with a way of monitoring who's parking where.

Contacting others -

Rob is going to email UK Bike Park at Blandford to let them know what is happening at Longleat.

Andrew will contact Bristol Freeride in the same vein.

We discussed contacting Charge Bikes but have agreed to hold off for now, until we are more established.

## 4. Actions

(in alphabetical order)

Al – Sort out requirements for membership cards and membership application form  
Check other club and race entry forms for disclaimers, and to see what information we need  
Draft membership application form and post for review  
Determine what kind of membership card we want, and where/how we'll source them

Andy – Publish the Rules and the Constitution for review on Google Docs  
Forward profit/loss spreadsheet to Ben  
Arrange for the membership list to be available to the committee (specifically to Al, at the moment, for card printing)

Ben - Issue cost breakdown for the first year, to justify the membership cost  
Familiarise yourself with Andy's spreadsheet

Caroline – Upload past meeting minutes and Membership Benefits document on Google Docs.

Neil - Organise a traffic count up the bridleway used by horses, to determine how heavily it's used

Everyone (not just committee) get your creative heads on and get designing a Club Logo!

## 5. Next Meeting

The next meeting will be held in the Rose and Crown, Warminster, on Thursday 17 April, at 7.45pm for a prompt 8pm start.

Draft Agenda for meeting:

- Review minutes from meeting of 10 April (these minutes)
- Review Actions
- Club Logo and Colours
- Membership Applications
- AOB
- Agree next meeting