

# Black Canon Collective

## Meeting Minutes and Action List

Prepared by Caroline Mackinlay

### 1. Meeting Info

**Meeting:** Eighth Meeting

**Date:** 10 April 08

**Time:** 20:00

**Location:** The Rose and Crown, Warminster

**Attendees:** Neil Cousins, Andrew Denham, Will Hardy, Ben Irons, Alastair Mackinlay, Caroline Mackinlay, James Sinclair

**Meeting Chaired by:** Andrew Denham

### 2. Meeting Agenda

- a. Minutes from 10 April 08
- b. Outstanding Actions
- c. Club Logo
- d. Any Other Business
- e. Actions

### 3. Minutes

#### a. Minutes from 3 April 08

The minutes were accepted as an accurate record of the meeting (Caroline found a typo though!)

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

AI has determined that membership cards with scanned photos are too expensive for us (nice to have but not essential) so we're going with a stick-on photo for now.

Andrew is ready to publish the Rules and Constitution on Google Docs now he has a login but hasn't done so yet.

Andrew has arranged for the membership list to be available to the committee via Google Documents as a spreadsheet.

Andrew has drafted a membership form which we will use to take membership details. This will be emailed to the committee member in charge of membership applications (agreed to be

Al). Prospective members will submit the form, and then send Al a cheque and photo in the post. Al then passes Ben the cheque and Ben pays it in, getting a scanned copy of each cheque

from the bank when it's paid in, to keep the paper trail.

Andrew has forwarded his profit/loss spreadsheet to Ben for Ben to have a play with.

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

Ben has not yet issued a cost breakdown to justify the membership cost.

Caroline has uploaded all the old meeting minutes onto Google Docs and attempted (although has failed) to make them viewable by all Collective members.

#### c. **Club Logo**

Various logos and fonts have been proposed on the SDH forum. However Andrew has a friend who's a proper graphic designer and has offered to design us a logo -

hopefully there should be some progress for the next meeting.

#### d. **Any Other Business**

We reviewed Andrew's draft membership form and the following comments were made -

- The form is to be submitted online and automatically forwarded to the committee
- It would be easiest if the online form could automatically populate the membership database - this would save time and reduce the risk of transcription errors associated with manual data input
- We would prefer to have a one-page printout after submission of the form; this would just be the disclaimer which the applicant would sign, and then post in with their cheque and photo.

Andrew was on a first aid course this week and took the opportunity to ask St. Johns Ambulance how much they would charge for attending a race. The cost for an ambulance and crew is £120 for the first four hours (4 hours is the minimum time) plus £30 per hour thereafter. Additional first aiders are charged at £35 per four hours per

two first aiders. British Cycling's minimum requirement for medics at races is "a doctor on standby" (needs clarification - can this just be the local A&E?) and a base station

for first aid on site.

Build days will require a safety briefing / tool talk at the start of each one, and we need to keep a register of attendance. We discussed the requirement for incentives to get

people out to dig, e.g. free food, a free day pass, merit points, but no decision was taken (free food will be available for the first day anyway).

The Rotary Club meeting to which we have been invited has been postponed by a couple of weeks. If anyone is interested in attending with Andrew then please let a member of the committee know. We have to do a short presentation and Q&A on who we are, what we do and why they want to donate money to us. There will be a free meal too.

## 4. Actions

(in alphabetical order)

AI – Set up membership@blackcanoncollective.co.uk email as the one for membership forms to be submitted to (and for general membership enquiries).

Sort out the 'back end stuff' necessary for the membership form to autopopulate the membership database.

Andrew – Publish the Rules and the Constitution for review on Google Docs  
Modify membership form in line with comments from this meeting  
Liaise with AI to get the form online, up and running  
Forward Cheltenham MTB Club risk assessment form to James

Ben - Issue cost breakdown for the first year, to justify the membership cost  
Put topographic map onto Google Docs.

Caroline - find out how much TFT pay for stickers from Vivid Signs and pass information to AI.

James - Create draft risk assessment form for review at next meeting  
Go for a walk-around of the site to start the risk assessment of the existing site. The next steps will be a risk assessment of proposed modifications to the site, and a list of tracks to keep and tracks to remove (these must be made unrideable), with reference to the topo map.

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

Everyone (not just committee) sign up and pay your cheques in! The sooner we have enough money, the sooner everyone can ride - simple as that.

## 5. Next Meeting

The next meeting will be held in the Rose and Crown, Warminster, on Thursday 24th April, at 7.45pm for a prompt 8pm start.

Draft Agenda for meeting:

- Review minutes from meeting of 17 April (these minutes)
- Review Actions

- Membership Applications (everyone bring your money!)
- Review risk assessment draft
- Review Logo if there's any progress
- AOB
- Agree next meeting