

Black Canon Collective

Meeting Minutes and Action List

Prepared by Caroline Mackinlay

1. Meeting Info

Meeting: Ninth Meeting
Date: 24 April 08
Time: 20:00
Location: The Rose and Crown, Warminster
Attendees: Neil Cousins, Ian Crook, Andrew Denham, Will Hardy, Ben Irons, Robin Liquorice, Alastair Mackinlay, Caroline Mackinlay, Tom Rickhuss, 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 17 April 08

The date needs to be changed in sections 1 and 2. Otherwise minutes accepted.

b) Review of Last Meeting's Actions

AI has set up membership@blackcanoncollective.co.uk (which forwards to Andrew and him). The "back end" membership stuff is all done and we are accepting applications.

Andrew has published the club Rules and Constitution but not on Google Documents (see below). He has given a load of risk assessment stuff to James.

Ben posted the first year's cost breakdown on Google Docs – it needs to be posted on the SDH forum so everyone can see it. He has posted the topographic map of our site on the SDH forum.

Caroline found out that Vivid Signs do 5000 small (1.5" x 1" approx) stickers for £185+VAT

James is working on a draft Risk Assessment document. On Sunday 27 May he, Andrew and Ian (and anyone else welcome) will do a walk-around on site to generate the risk assessment, and from this a list of required modification works. PM Andrew if you want to help out with this.

Neil still has to organise a traffic count on the bridleway adjacent to the Longleat site (low priority item but it's being kept on the list as an action so we don't forget about it).

Rob hasn't yet given the prices for SouthernDownhill.com stickers to Al.

c) Membership Applications

We need 26 full-member paid applications to make the club viable. We have forty pledges. Thus far however, we have 13 completed applications via the website, and five cheques.

Some people have been saving their applications on the website when they are complete – please could everyone note they need to **submit** rather than save.

Ian asked why we couldn't take bank transfers rather than cash/cheque. The short answer is that we can; however as we don't have online banking we can't see that your money is there until we receive a paper statement, which could be up to six weeks in the future. Also, we want to keep a hard-copy paper trail for ease of accounting, and this is best done with cash and cheques that we can see and receipt. If anyone wants, we could set up a Paypal account, and increase the membership fee to cover the Paypal fee for anyone who wants to pay by this method.

d) Club logo

Nothing yet from Andrew's friend Joe.

e) Any other business

Google Documents appears to have a glitch whereby when documents are shared, they can't be viewed. Also, there doesn't appear to be a facility to “unshare” a document once it's been shared. Until these problems are resolved, we won't use Google Documents to share information but will continue to upload to the SDH forum so everyone can see all the information. Andrew said that there is no issue with data protection though as there is no personal information held on GD at the present time. However, Al has agreed to be our Data Protection Controller and will oversee all data protection issues.

We have all been sent a spam email from a lady who is developing a cheap timing system – Andrew has replied to ask for more information.

Ben has spoken to Rogate's treasurer about whether event insurance is needed for e.g. gate practice. Rogate have been told that there is no need, as it's not an “event”, however this goes against what Andrew was told by British Cycling. When we come to run events of our own (of whatever form) we need to get clarification in writing from British Cycling as to whether event insurance is needed.

Al and James went to Frome quarry last weekend and met Cliff, who used to run Churchill – he emphasised that selling day passes to people who we don't know is a Bad Idea, as Churchill got sued by someone who bought a day pass and injured themselves. Day passes will only be available to people who are personally known to club members, and all day pass holders will be required to walk the courses and sign a disclaimer.

The first dig day will be in May – Neil will set a date.

To clarify regarding personal insurance – the club's British Cycling membership gives the club insurance, but if club members want to take out personal insurance (that covers them all the time, not just at the site) they need to take out a Gold membership of British Cycling. This is *not* a requirement of club membership though, it's individual choice.

Caroline suggested that the locked thread in the Tribal Gatherings forum on SDH be made sticky so it stays at the top, and that it's modified to link to the membership form.

There was a bit of discussion regarding whether or not we want to use any existing material on the net to advertise the club. We agreed that we want to make the club's homepage a little brighter so we will put some riding photos up on the page to make membership seem a bit more appealing!

Ian asked whether it was worth still having a weekly meeting, and Andrew suggested that maybe we move to Westbury since four of the committee are there during the day. There was talk of going riding instead of having a meeting. We decided that next week, we'll have another meeting in the Rose and Crown, and everyone can have a think about what would be the best way to go forward and keep the momentum.

4. Actions

(in alphabetical order)

AI – Solve the Google Documents administration problems
Make the www.blackcanoncollective.co.uk homepage pretty with pictures
Write a Data Protection Statement

Andrew – Modify the sticky thread in Tribal Gatherings to link to the membership application form

Ben - Publish cost breakdown for the first year on the SDH forum.

James – Finish up risk assessment template and lead initial risk assessment at site. This will need to cover:

- the existing tracks
- making safe the derelict building
- track building and dig days
- any concerns of the Longleat Estate e.g. rights of way
- Signage (for Health and Safety, not the Longleat Estate requirements)
- Emergency Services meeting point and access

Neil - Set a date for the first dig day at site
Organise a traffic count up the bridleway used by horses, to determine how heavily it's used (low priority)

Rob - Forward southerndownhill.com sticker costs to AI

All committee members – delete all documents that you can see, from Google Documents

Everyone - have a think about whether it's worth having a weekly meeting (and if so, when and where), and if not, do we want to go riding instead?
If you have any good photos of riding at site, please link to them on the SDH forum

5. Next Meeting

The next meeting will be held in the Rose and Crown, Warminster, on Thursday 1 May, at 7.45pm for a prompt 8pm start.

Draft Agenda for meeting:

- Review minutes from meeting of 24 April (these minutes)
- Review Actions
- Membership Applications
- Club Logo and Colours
- Review of Risk Assessment
- AOB
- Agree next meeting