

Black Canon Collective

Meeting Minutes and Action List

Prepared by Caroline Mackinlay

1. Meeting Info

Meeting: Short notice committee meeting...
Date: 22 July 08
Time: 20:00
Location: The Horse and Groom, East Woodlands
Attendees: Andrew Denham, Alastair Mackinlay, Caroline Mackinlay

Meeting Chaired by: Andrew Denham

2. Meeting Agenda

- a) Minutes from 5 June 08
- b) Outstanding Actions
- c) Membership Applications
- d) Meeting with Head Forester
- e) Website
- f) Club Logo
- g) Risk Assessment
- h) Any Other Business
- i) Actions

3. Minutes

a) Minutes from 5 June 08

The minutes were accepted as an accurate record of the meeting.

b) Review of Last Meeting's Actions

Al wrote up the initial risk assessment for the first Dig Day, and set up the info@blackcanoncollective.co.uk email address.

The data protection statement link on the website needs to be checked by Al.

Andrew asked Longleat which colours of spraypaint we can use on trees – we can use white paint on live trees, and “Hi Vis” Red (orange) on stumps.

Caroline found that it's cheaper to buy a first aid kit at chemists than at trade price from an office suppliers!

Caroline still has to summarise the BC National Council Meeting minutes.

c) Track Development

Feedback following the first two Dig Days -

- The courses need the starts and finishes clearly marked
- We would like more and longer trails

- The rutted corner on BBMS needs some more thought and work with regard to drainage

Digging outside of Dig Days -

There was some additional, unauthorised work done by the top stepdown on Spoons – someone had started to build a smaller stepdown to the side, but the takeoff was completed with no landing in place.

We need to agree a method for agreeing work which can be done outside of Dig Days when people have the time and inclination to dig!

Andrew suggested the following:

- Mark up a track with approval from the committee
- Have a “track development” page on the BCC website which people can work to
- Publish the Dig Day tool talk so that the relevant safety information is available to all

Risk assessments -

We had some discussion about risk assessments and there is some need for more information (generally available to all) about why we do them and what we do – the reason for these is to protect us in the event of someone injuring themselves and trying to sue the club; they are not a paperwork exercise to sanitise the tracks and make life difficult!

We need to have electronic copies of the risk assessments on Google Docs; these should be committee-only until they are agreed, at which point they should be made public.

New/Next Building Projects -

The following have been suggested as the next things to work on:

- Dirt Jump area. Suggested to be on the flat land below the derelict building. Adam Phipps is keen to take a lead on this
- XC Singletrack (uphill), so that XC riders can ride down the DH courses and then back to the top of the hill. This singletrack could later be amalgamated into a bigger XC loop
- Push path between BBMS and Spoons so that DHers can get back to the top without pushing up the tracks

Dig Days -

We need to set up a permanent fixed date for at least one dig day per month, e.g. first Saturday of each month.

d) Donations

We now have three major donors, who need to be kept informed of progress at the site and of how we spend their donations.

They are:

- Elizabethan Evening at Corsley Manor, £400 (not definite yet)
- Rotary Club, £250
- Ben Batt's Dad, £500

A great big thanks to all our donors!

Ben needs to publish a realtime account spreadsheet on Google Docs to ensure visibility of spending

e) Youth Development

The committee believes that one area where the donations can be used is in setting up a Youth Development program. This would involve guidance in the form of advice from ex- and current racers, race exposure, and more formal training/coaching.

It was suggested and agreed by the committee members present that Ian Crook would be suitable to lead this program.

We might seek sponsorship and support specific to this program, e.g a van hire company to hire a minibus at a discount for use on race or uplift weekends.

AI suggested that if we could take a minibus to e.g. Dragon Downhill uplift days, we could charge non-Youth Development club members for the lift and use that money to subsidise the trip for the YD members.

We need to draft what we can offer and what we would expect back in terms of commitment from prospective Youth Development riders.

f) Membership

There have been some problems with the online membership form which AI has been sorting.

People have also commented that they are not receiving anything when they have sent in their membership money.

Permanent membership cards need to be sent out ASAP but we still have no agreed logo – it is suggested to just go with the current GIF and we can update next year.

We need to have a published flowchart, detailing what is done when someone joins, and in what timescale they can expect to receive their membership cards.

It was also felt that in addition to the forum on SDH, it would be beneficial to have a monthly email newsletter. People would have to “opt in” to receive this.

There have been requests to pay for membership via Paypal which will be looked into.

f) Any Other Business

Andrew proposed a new format for keeping tabs on outstanding actions, which is to be adopted by Caroline.

Andrew wants to start a discussion on a club “Five Year Plan”.

We would like the club to be more inclusive and social, and suggest a two-weekly meeting, with a club ride followed by the meeting in the pub.

We need a better tool for digging holes to put up the club signs, as the ground is too hard for what we've got.

4. Actions

(in alphabetical order)

- Al – Put the Risk Assessments for Spoons and BBMS onto Google Docs.
Check that the Data Protection statement is linked on the BCC website
Send email to all members to update people on what's happening
Set up monthly club email newsletter (need opt-in from all members to receive this)
Look into membership via Paypal
Upgrade Wordpress software to V2.6, to fix the gallery problems
Create a “course information” webpage
Investigate hole digger / auger / other tool for sign post erection
- Andrew – Mock up pages and rules for digging outside of dig days, for discussion
Chase mate for club logo; logo to be agreed (or agree on no logo) by 12 August
Create flowchart for membership applications, including timescale
- Ben - Put Accounts spreadsheet on Google Docs
- Caroline – Put the Actions into the new-format table (before the next meeting)
Summarise BC National Council Meeting minutes
- Ian - Draft proposal for Youth Development Scheme and circulate to committee
- Neil - Fix a monthly Dig Day and let everyone know when this is
Start, and lead, a discussion on what track development work is done next – whether it's XC, DJ or DH – and then within DH work, whether we extend BBMS or create a new track

5. Next Meeting

The next meeting date, time and venue are TBA but will probably have been announced by the time Bob gets these minutes published :-)

Agenda to include:

- Review these meeting minutes
- Review Actions
- Membership feedback
- Budget / spending review
- Five Year Plan
- Youth Development
- AOB