

Black Canon Collective

Meeting Minutes and Actions

Prepared by Caroline Mackinlay

1. Meeting Info

Meeting: Committee Planning Meeting
Date: 11 September 2008
Time: 20:00
Location: The Rose and Crown, Warminster
Attendees: Neil Cousins, Ian Crook, Andrew Denham, Ben Irons, Alastair Mackinlay,
Caroline Mackinlay
Apology: Rob Lewis

2. Meeting Agenda

- a. Minutes from 22 July 08
- b. Outstanding actions
- c. Committee vacancy / role shifts
- d. Logo
- e. Membership / Application process
- f. Dig Day & Track Development
- g. Recent donations and further fundraising
- h. Youth Development scheme
- i. Suggestion box review
- j. National MTB Conference attendance
- k. AOB

3. Minutes

a) Minutes from 22 July 08

The minutes were accepted as an accurate record of the meeting

b) Review of last meeting's actions

Al has investigated the feasibility of taking Paypal membership applications. This is quite straightforward and we will go ahead with this. He's also upgraded the Wordpress software on the website so the gallery should work now. His other website actions are still to do.

With regard to investigating a method of erecting the signs at the Allotment, Andrew met Rodney the Head Forester the other day, and Rodney has lent us the post driver again as the ground is much softer now than it was last time we tried (!). He also can obtain for us some post spikes at a good price.

Andrew's actions are all in progress and were subject to further discussion – see later in these minutes for more information.

Ben still has to put the accounts spreadsheet into Google Documents. This will be visible to the committee only initially.

Caroline's actions are still outstanding.

Ian has given some thought to the Youth Development scheme – see item in these minutes.

Neil's actions are now complete – again see these minutes.

c) Committee Vacancy / Role Shifts

James has had to step down from the committee, which has left a vacancy for the Health and Safety role. Al has been doing this role in the interim and will take it on permanently. Ian will take on the Membership Secretary role from Al. This means the Committee roles are now:

- Andrew Denham – Chairman
- Ian Crook – Deputy Chairman, Membership Secretary
- Ben Irons – Treasurer
- Caroline Mackinlay – Secretary
- Alastair Mackinlay – Health & Safety, Media
- Neil Cousins – Site Operations
- Rob Lewis – Events

d) Club Logo

The lack of a logo has been holding up the production of membership cards.

Andrew has still heard nothing further from his contact. However, one of our club members has generously volunteered to help with a logo so thanks to Darren. Ian has also contacted

someone he knows who is currently doing work experience at Howies to see if he'd be willing to help.

In the interim though we will move forward with producing membership cards without a logo, and the logo issue can continue to run in the background!

e) Membership Application Process

There has been some enquiries from one or two members who haven't yet received their membership cards, wondering what's going on as they haven't heard from the club. The application form says that people will hear back within two weeks of applying to join, and this hasn't been happening. The committee recognises that this isn't acceptable – we need to go what we say we're going to do.

Andrew has been working on streamlining the membership process and Ian is now going to drive the production of membership cards without a club logo.

We have a few would-be members who have paid but have not completed the membership application form, and conversely we have people who've completed the form but haven't paid. Ian is going to chase these up.

We need to lanyards for the membership cards as they have to be visible at all times when riding at the Allotment. AI suggested approaching MTB companies to see if they had any free ones. Caroline suggested trying to get "quick release" lanyards which have a plastic link which pops free if the lanyard is tugged hard, e.g. if the card becomes trapped in the case of a crash.

f) Dig Day and Site Development

It was agreed that the second Saturday of each month will be set aside for the Monthly Dig Day. This means that the first Monthly Dig Day will be Saturday 11 October. Each Monthly Dig Day will start at 9am and will be led by Neil (or his nominated deputy if he's not available).

This doesn't mean that there will only be one dig day per month – others may be organised – but it means that there will be *at least* one.

At the monthly Dig Day, those participating will not only agree the day's work but will also agree on the work which can be carried out outside of formal Dig Days in the month following.

Andrew has been working on a document which will cover the requirements for working at site outside of Dig Days, and this he's going to hand this over to AI. The main concern is to make sure that Health and Safety requirements are explained and met but we also need to clarify the expected standard of workmanship. AI will review the document and then publish it on Google Documents in time for the first Monthly Dig Day.

Andrew spoke to the Head Forester about felling progress – Rodney confirmed that we won't have the main part of the hill back until after winter as felling has been delayed by the poor weather. Rodney is as fed up as we are with this!

Ian suggested that we should create and maintain a long-term plan of the whole area, showing what we plan to put where when we have the whole area open. We can then generate a rough timeline for all the construction. Neil will start this plan and open a discussion.

The next item on the immediate construction agenda is to be decided – there are three main options. These are:

- Extend BBMS and Spoons
- The Deer Fence extension from BBMS (Ben Irons' suggestion)
- The creation of the jump spot

Neil will create a priority list for digging, and a forward plan for the dig days.

We had a brief discussion around whether we want a jump spot at the Allotment – there are of course potential liability issues and also there is the potential for problems with local kids abusing the area. We feel however that the potential “locals” problem won't be such an issue as it was with e.g. the jump spot in Westbury as it's not so close to a town. We agreed that we really do want a good jump spot as it'll be a great feature and we have the space and land to do it. Adam Phipps and Chris Smith are both keen to get involved with planning and construction so Neil will organise a meeting with Adam and Chris (and any other interested parties) in the very near future to kick the planning off and generate a layout plan. As jumps tend to be built in the winter and ridden in the summer we can view this as something of a “big winter project”. Two issues need to be considered – where we obtain the soil for the jumps (we can't have large holes), and how to drain the area.

g) Recent Donations and Further Fundraising

We discussed whether we currently want to be actively seeking additional sponsorship and funding. We think that having made a good start, we now need to put our effort into work on site, building up good trails and setting up the youth development scheme – so that we actually have a club with a good community spirit of which we can all be proud. So for now our fundraising will be passive!

Andrew has been made aware The Corsley Elizabethan Evening event will be held soon; this group have said that they will consider us for a donation. As we have previously expressed an interest we will go ahead with seeking this donation.

A big thank you to the Rotary Club – we have our donation of £250 now and a cheque made out to the correct club name is on its way 😊

h) Youth Development Scheme

Ian gave us his view on what he feels the scheme should be – it should exist not only to develop existing riders but also to gain more members from the wider population – including people who don't maybe consider themselves mountain bikers. Ian initially thinks that we should consider three angles - we need to have on site a full range of graded trails (from family-type easy trails to hardcore stuff); we need to help people learn to maintain their bikes; and we want to run

cross-country rides which will encompass all kinds of riding from gentle “out on the lanes” riding for complete beginners through to proper fitness and technical riding.

It was suggested by AI that the YDS can also be used as a revenue stream for the club in general, e.g. if we are running an event for YDS members, then free spaces could be sold to non-YDS club members.

Caroline pointed out that the YDS will also assist the club in gaining CASC status in the future as it has obvious benefit to the community if it's open to all.

We feel that a timing system will greatly benefit the YDS (as well as being something that the majority of club members want anyway). We had a discussion about alternatives to Freelaps but it was pointed out by Ian that other trail centres are tending towards the installation of Freelaps, and it would be better if we had a common system so that visitors from those centres could use their watches on our system, and vice versa. We have thus far drawn a blank on obtaining a discounted system from Chain Reaction Cycles. Andrew is going to speak to Freelaps direct regarding pricing and a possible price break for a bulk order of watches to go with some poles.

We had some discussion about keeping the poles and watches safe – Ian suggested having set days when the system will be available on site with committee members present to keep an eye out; we have agreed that the second Sunday of each month (the day after the monthly dig day) will be a set timing day – this way we get to test the tracks we've just built. Other sessions to use the timing system can be arranged when required once we've got it.

i) Suggestion Box review

Most of the items have been covered above. Those which haven't are:

- Gallery on the website – Ian said we need someone to take overall responsibility. Tom has been suggested as he wants to do this.
- A defined finish line for the tracks – this is to be agreed at the next dig day.
- Move the end of BBMS – also to be agreed at the next dig day.
- Paypal – AI will make this happen
- Club newsletter – AI and Andrew will do this. We had some discussion about whether it should be email or snail mail – snail mail costs us more and just about everyone is on email so this seems the sensible way forward. If anyone wants to receive “hard copy” please let AI or Andrew know.
- Video podcast – anyone who wants to can do this, on an ad hoc basis, just keep it not-too-stupid!
- Club XC runs – we would like to have a fortnightly XC ride one evening a week, finishing at a pub. Ian will organise this via the SouthernDownhill forum, with the evening chosen

to suit the majority of interested members.

- Update the timing page of the website with latest “best times” – Andrew has done this
- Update the BCC website more often – we agree this needs doing – there is stuff ready to go on there!

j) National MTB Conference

Andrew has expressed a wish to attend the National MTB Conference, jointly organised by IMBA UK and the CTC, in London in October. The cost is £95 and the benefits to the club are twofold – firstly we can learn from the experiences of those who’ve gone before us and done similar activities, and secondly we can seek a “patron” whose experience and help we can call on when required. Although we recognise that the cost isn’t insignificant the potential benefit to the club was felt to be worth the money, and it was agreed that Andrew could attend the conference on behalf of the BCC.

k) AOB

Andrew raised the issue of promised membership benefits (as outlined on the application form). We need to firm up which of these we offer and get things into place. Ian will take this on as Membership Secretary.

Ian suggested that we always hold a committee meeting on the Thursday before the Monthly Dig Day, to ensure that there is at least one committee meeting per month and keep progress rolling, and this was agreed.

4. Actions

Actions will be listed on a separate Actions spreadsheet to be generated by Caroline (using a template created by Andrew). This will list all the actions by member, with times for completion on them and progress reports as appropriate.

5. Next Meeting

The next committee meeting will be held on the Thursday prior to the Monthly Dig Day as agreed above. This means that the meeting will be held on Thursday 9 October, at 8pm, in the Rose and Crown, Warminster. An agenda will follow closer to the time.

The next full club meeting is TBA.

