

Black Canon Collective

Meeting Minutes and Actions

1. Meeting Info

Date: 06/11/08

Time: 20:00

Location: Rose and Crown, Warminster

Attendees: Andrew Denham, Neil Cousins, Alastair Mackinlay, Ben Irons, Garry Newton, Ian Crook

Apologies: Robert Lewis, Caroline Mackinlay

2. Meeting Agenda:

- a) Minutes from 11 September 08
- b) Committee Task List format
- c) Outstanding actions
- d) Committee roles (task sharing)
- e) Membership pack (including cards)
- f) Membership cost (quarterly joining fee break down, annual renewal date)
- g) Joining process (PAYPAL, paper applications etc)
- h) CASC application (what we need to do)
- i) Site development (long & short term site plan)
- j) National mountain bike conference
- k) Recent / future BCC events
- l) AOB

3. Minutes:

a) The minutes were accepted as accurate.

b) There is now a shared document setting out the tasks that the committee needs to complete. New tasks can be added by any committee member, and committee members should look to update their tasks to show progress. The plan will contain the actions decided on at the committee meeting.

c) Outstanding Actions:

1. Al has been collating information regarding the risk assessments. He will add the risk assessments to the club documents by 19/11/08.

2. Al confirmed that a link to the data protection statement had been added to the BCC website.

3. Ian and Al to liaise over the format of the monthly newsletter. It was agreed that this would be issued by e-mail.

4. Al has taken most of the steps to add the Paypal facility to the membership process; he now needs Ben's assistance in providing account details etc.

5. It was decided that the "Course Information" page would be discussed at the next meeting and that it should take a back burner for the time being.
6. Andrew no longer needs to investigate a hole digger, as pole spikes were sufficient.
7. Andrew has produced a document setting out guidelines for digging outside of dig days. The document has been made available for the committee to review, and Garry has also agreed to take a look with his Health and Safety knowledge.
8. Ben has created a shared accounts document. Andrew stressed that it was important that we kept this up to date ahead of our CASC application.
9. The new action table is available as a shared document for us all to update.
10. Through the actions table Caroline communicated that there was little of interest in the BC National Council meeting.
11. Ian stated that he had a draft document for the Youth Development Scheme – he agreed to add this to the club's shared documents for review by the end of 07/11/08.
12. The monthly dig day had previously been agreed to be the second Saturday of each month.
13. Neil agreed to start a forum discussion on what all our members want from the site in the future. At this point Neil also explained that he had been talking to Russell Burton, a notable trail builder, who is excited about assisting us if he can with the design and production of an XC trail.
14. Ian and Andrew explained that the membership cards had been designed by Andrew and had been sent to Darren Haines, who was preparing and is arranging the production of the cards.
15. As all members are hopefully aware, the club now has a freeloap timing system, which was used at the last BCC weekender.
16. Ian has currently not made any progress into clarifying the membership benefits. We discussed the possibility of arranging short runs of t-shirts with the clubs name etc if that was wanted by the members.
17. Ian explained that he had sent letters to all members chasing missing details. He also explained that he had e-mailed a couple of people who had incomplete membership forms and intended to e-mail those who had not paid to establish whether they would, why they hadn't and if there was anything we could do to encourage them to join.
18. Al and Garry to liaise regarding Health and Safety requirements allowing Al

to produce a BCC Dig Day document. AI has been collating all available information.

19. Neil has been tasked with the production of a document outlining the long term plans for the allotment site. This document will constantly be changing, but Neil will aim to produce the first draft by the December committee meeting. The plan will take into account the views of all members.

20. A meeting was held regarding the building of a jump spot. The spot was agreed, and construction has begun under the supervision of Chris Smith.

21. Neil is to produce minutes of the jump spot meeting by 13/11/08.

d) Andrew spoke a little about how the benefits of everyone having tasks, even if they weren't directly related to their role. He also encouraged the committee to produce and complete tasks as and when they thought of them, using the new task spreadsheet.

e) Ian and Andrew explained their plans for the membership pack which will contain a small membership booklet, the membership card and a lanyard. There will also be a laminated emergency contacts card. The high cost of purchasing customised lanyards means that we are searching for 50-100 lanyards. Rob has agreed to speak to a Raleigh contact, Neil or Andrew will speak to Fin about Marin lanyards, and AI suggested he might be able to get a load of Microsoft ones.

f) Andrew suggested that we changed the way we charged membership, he used the example of anyone joining now would pay full price for 5 months of membership. He suggested paying by quarter for new members, gradually bringing everyone into line with the April annual payment. E.g. If you were to join in January you'd pay the direct membership costs (card production, postage etc), plus a quarter of the fee, before in April paying the full annual payment. Garry suggested a 15 month payment if you joined in the New Year – this was considered a good idea.

Ian was tasked with working out the membership costs and informing Ben, who would work out the quarterly fees.

g) In order to improve the membership process the following things were discussed: Paypal, as discussed above and paper membership forms (to enable those with limited internet access to sign up, also people at Dig Days). Ian stated he was happy to input these forms once received. The ability for us to set up Southern Downhill accounts for our members was discussed – AI said this was possible with a valid e-mail address.

h) In order to become Community Amateur Sports Club (CASC) accredited we need to demonstrate a number of things, including that we are non-profit and that we are of a benefit to the wider community. Andrew (with Ben's assistance) aims to apply within two weeks, so to have accreditation by January 2009.

i) As previously stated in the actions it will be Neil's role to create and update a long term plan for the site. Integral to this will be the input of Russell Burton. Russell will (hopefully) be attending the allotment soon, and with the help of a map will advise on lines, where we will need to armor the trail and what materials we will need. It was

agreed that the input of all members was important, and that Neil is best placed to act as a presenter and filter of the club's ideas.

Andrew also mentioned that he had a meeting with the estate on 14/11/08. At this he will aim to discover when the felling will recommence, what external materials we can bring onto the site – e.g. Aggregate for armoring. He will also discuss the possibility of future XC trails around the areas of woods that are not our land, the possible Satellite site at Black Dog Woods and the car parking.

j) Andrew reported back on the National Mountain Bike Conference. He stated that the major theme was that to survive and flourish you had to provide trails suitable for all levels of mountain biker, as the majority of people who own mountain bikes have never ridden them off road. If all goes to plan the Woodland Renaissance will provide trails suitable for novice riders, so we need to look to cater for the riders who are looking to advance from that level. It is essential to look at the broader spectrum of riders.

k) The recent club events were next to be discussed. First up was the last BCC weekender where the positive effect of the sausages was mentioned, as was the commitment of those who attended. A less positive aspect of the weekend was the numbers of crashes which we thought were produced by timing on BBMS. As such we have ruled out timing when racing over the step down on Spoons until the run in is safer (it is currently boggy and pitches you forward), and we have found a way to minimise the risks of this large feature when racing. We will be reviewing this at the next meeting, and until then it is high priority to make another line past the step down that can be timed.

We discussed the Club XC ride and agreed it had been a success and that we'd really enjoyed it. Ian agreed to arrange another one, and Andrew said he would speak to the Horse and Groom to confirm we could start the ride there. Chris Sheppard's suggestion of a night ride was discussed, and it was agreed it was a good idea, but that we had to clear each date with Longleat first.

l) Andrew brought up the reconstruction of "143", the jump line that followed the gully. This line was very popular and the committee agreed that re-building this (with some re-routes) would appeal to former riders who have not signed up, as well as providing some much needed variety.

Ian brought up that Rob needed an event to start to plan, Andrew stated that Rob had already started thinking about it – it was agreed that Rob should put forward a draft proposal for our first event by the December meeting.

Ian also thought it was prudent to bring up next year (the 2009-10 season), Andrew stated that he thought we should be ready (all membership processes etc) by the start of March.