

# BVCA Full Committee Meeting Minutes

## 3<sup>rd</sup> August 2011, 8pm

### Community Centre Meeting Room

**Present:**

David Bush (Acting Events Director), Neil Cunliffe, Sophie Cunliffe, Kaye Davies (Chair), Jeni Hann, Mark Jarnell (Outgoing Secretary), Craig Lee (Acting Operations Director), Jamie McGregor, Karen Makin, James Oldham, Rebecca Stapleton-Harris (Treasurer/acting Financial Director), Peter Sykes, Rachel

**Apologies:**

Gary Davies, Stuart Knowles (Outgoing vice-chair), Bryan (co-opted member), Linda Homes (co-opted member)

Item	Details	Action
1	<b>Welcome &amp; Apologies</b> Big welcome to the committee. Kaye acknowledged the previous meeting and the need to re-group the team. Emphasised the need to look forward and focus on streamlining BVCA activities to maintain our success.	
2	<b>Thanks to outgoing Senior Executive Committee and handover to the incoming Senior Exec Committee</b>  Huge thanks to outgoing senior executive committee and also an acknowledgment that this restructure was unexpected and has resulted in an abrupt change. Kaye had spoken to both Mark & Stuart about their continued involvement in the BVCA.  Committee gave Mark & Stuart a round of applause as Kaye highlighted their involvement thus far in the senior-exec team and in the BVCA as a whole. Significant contributions being Stuart's long-standing BVCA wisdom, his personal support to Brian as chair and also his involvement in developing the web team. Mark was applauded for his work on reorganising the 'secretary's office', making more effective links with organisations/councils that touch Buckshaw, organising and bringing in revenue from noticeboards etc.  Following this, the new 'acting' posts of Operations Director, Events Director and Financial Director (treasurer) were introduced as Craig Lee (uncontested nomination for Ops), Dave Bush (uncontested nomination for Events Dir.) & Rebecca Stapleton-Harris as Financial Director.  These posts are currently 'acting' posts until a general meeting can be called and the constitution re-drafted to reflect the proposed change before it is voted on by committee. Chair to re-draft the constitution.	KD
3	<b>Chair's vision for the BVCA</b>  Kaye made clear that the BVCA will continue on its planned route, continuing with events and projects that had begun under Brian's chairship. Kaye also made clear that it should be understood by everyone that we are all volunteers and that priorities alter, we each should make allowances for that.  Key areas that will alter going forward include:  <ul style="list-style-type: none"> <li>• Better lines of communication within the BVCA so all committee members can be up to date with BVCA activities if they chose. A weekly update bulletin to be issued to all from the Chair.</li> </ul>	KD

		<ul style="list-style-type: none"> <li>• BVCA committee members able to get involved as ‘Special Project Lead’ on specific topics that the BVCA are involved with</li> <li>• Alter the constitution to keep the committee members, co-opted members and event volunteers to a manageable number (this will be included in the constitution re-draft)</li> <li>• As discussed in the previous full committee meeting, the BVCA will again vote on a re-structure at the AGM in April.</li> </ul>	
4	<b>Outline of the Operations Team</b>	<p>Craig explained how he intends for the Operations team to be structured, specifically identifying 3 key roles that will work closely together:</p> <p>:</p> <ul style="list-style-type: none"> <li>• Community Outreach Lead – involved with engaging community through various means incl; noticeboards, enquiries through website, leaflets, newsletters, residents surveys, operating a BVCA stand at events etc</li> <li>• Web Team Lead – managing and co-ordinating the various web operations including <a href="http://www.buckshaw.org">www.buckshaw.org</a>, forum posts, social networking sites, web infrastructure etc</li> <li>• PR Lead – ensuring that BVCA is publicising itself and activities, improving links with press, radio, on the web etc</li> </ul>	
5	<b>Outline of the Events</b>	<p>Dave explained that all current planned events would continue and that committee members interested to would be welcome to assist in the planning stages and the specificity of forthcoming events, which include:</p> <ul style="list-style-type: none"> <li>• Farmers Market</li> <li>• Halloween</li> <li>• Christmas Event (incl farmers market, panto &amp; light switch on)</li> <li>• Murder Mystery Evening</li> </ul> <p>It was also agreed that significant decisions (e.g. program of events for next year) would be raised at full committee meetings.</p>	
6	<b>Create Events &amp; Operations Teams</b>	<p>In order to gauge the possibilities going forward, committee were asked for a show of hands for who was interested in being part of the Ops team and/or the events team. Not counting the 4 senior-exec committee members, 7 committee members were interested in Events and 6 committee members make up the Operations team.</p> <p>Stuart &amp; Gary to be contacted separately on this.</p>	KD
7	<b>Ongoing BVCA activities</b>	<p>Kaye outlined the ‘Special Project Lead’ role again and outlined all BVCA ongoing activities. These activities are currently the responsibility of the senior-exec team and need to be prioritised, Chair emphasised that if committee members wished to take on a special project lead role for any of the activities then that benefits BVCA as a whole.</p> <p>The activities discussed included:</p> <ul style="list-style-type: none"> <li>• Buckshaw Broadband</li> <li>• Buckshaw Parkway Railway Update</li> <li>• Evander properties consultation</li> <li>• Eden Park developed consultation</li> <li>• Community Garden (the orchard)</li> <li>• Memorial Benches</li> <li>• Community Centre Management Group</li> </ul>	

		<ul style="list-style-type: none"> <li>• VAMP – Village Amateur Musical Performers</li> <li>• Community Growing Project (wildlife trust)</li> <li>• Green Man refurbishment</li> <li>• Flower boxes at community centre</li> <li>• Cycling routes</li> <li>• Buckshaw Parish consultation</li> </ul> <p>James will be special project lead for Buckshaw cycling routes – Chair to arrange handover.</p> <p>Jeni &amp; Jamie will be special project leads for Community Garden – Chair to arrange update with Jen, Jamie, Brian.</p> <p>Stuart has indicated his interest in continuing his involvement with the community centre management group. First meeting and handover to be arranged with RMG, senior-exec team, Stuart and Brian (as outgoing chair)</p> <p>Any committee members wishing to get involved with these activities, should contact Kaye asap</p>	KD  KD  KD
8	<b>Residents Meeting update</b>	A draft residents meeting agenda and leaflet was circulated and discussed. Highlights include a significant announcement from Buckshaw Parkway Railway Team, Buckshaw Broadband forcs and a residents drop-in q&a session with RMG, CBC, SRBC, Police.	
9	<b>Social Event</b>	Committee decided to have a social on Friday 3 <sup>rd</sup> Sept comprised of drinks/meal and then a bowling night later in October. Chair to circulate details and arrange.	KD
10	<b>Date of Next Meeting</b>	Full Committee Meetings will be held bi-monthly, the first week of every other month (Feb, Apr, June, Aug, Oct, Dec). Chair to check the suitability of days in week and circulate dates once agreed.  Meeting closed 10pm	KD