

# BVCA Committee Meeting Minutes

## 2<sup>nd</sup> February 2011, 8pm

### Community Centre Meeting Room

#### Committee Members Present:

Josh Brearley, David Bush (Events Director), Neil Cunliffe, Gary Davies, Kaye Davies (Chair), Gary Devine, Rachel Fowler, Jeni Hann, Craig Lee (Operations Director), James Oldham, Aidy Riggott, Rebecca Stapleton-Harris (Financial Director), Peter Sykes, Gary Woods.

#### Apologies:

Sophie Cunliffe, James Hodgkin, Stuart Knowles, Jamie McGregor, Karen Makin.

Item	Details	Action
1	<b>Welcome from the Chair</b>	
	KD welcomed all Committee members to the meeting and introduced Gary Woods to the existing BVCA Committee members.	
2	<b>Co-Opting New Member of the BVCA Committee</b>	
	KD explained that GW had approached the BVCA Senior-Exec via the website and wished to be co-opted onto the Committee to fill one of the Committee vacancies.	
	According to the Constitution, Gary can join the Committee as an uncontested co-opt until the next general meeting when he would need to stand for election should he wish to remain part of the BVCA Committee. Any co-opted member of the Committee has the same responsibilities as other elected Committee members, other than they may not vote if a Committee vote is necessary.	
	The BVCA Committee agreed to co-opt Gary and KD welcomed him officially to the team. SK/JO to provide GW with access to the Committee Forum and also include him in Committee email lists. KD to share Committee contact details with GW.	SK, JO, KD
3	<b>Outstanding issues or actions from previous meeting minutes</b>	
	KD circulated copies of previous meeting minutes. Outstanding issues or actions included:	
	<ul style="list-style-type: none"> <li>• <b>BVCA Noticeboards</b> - RS has been receiving feedback from Committee about the Noticeboard Policy. A final draft will be shared with Committee over email, with an aim to pass a new policy asap.</li> <li>• <b>BVCA Events</b> - Encouraging better links with Buckshaw Youth Band, DB to follow this up</li> <li>• <b>BVCA Residents Meeting</b> - Confirmation of the next Residents meeting; KD currently having issues confirming a date. KD/CL to find a suitable date ideally in March</li> <li>• <b>FAQ Section on <a href="http://www.buckshaw.org">www.buckshaw.org</a></b> – NC in the process of building this, it now requires content. KD suggested to collate this from the standpoint of a newcomer to the village/area. GD agreed to post a sticky on the forum ‘What info is really important when you first move to Buckshaw?’. AR to liaise with NC as some cross-over between the new Welcome to Buckshaw Packs and the new FAQ section.</li> <li>• <b>Banking Change to Co-Op</b> – feedback from RS is that the Co-Op unfortunately do not offer the same banking options that we have at Santander. Whilst it would prove more ethical it is not practical to</li> </ul>	RS DB KD/CL GD AR/NC

		<p>move banks with the products they currently offer. RS to review this over time.</p> <ul style="list-style-type: none"> <li>• <b>Head Shots for website</b> – Committee all reminded to send across a head-shot of themselves for the website.</li> <li>• <b>Winter Help advice pages on website</b> – At the December meeting, JM suggested pulling together helpful links or information from other websites offering winter advice to Buckshaw residents i.e. maintaining central heating etc. CL and Ops to consider this for inclusion on the website Sept 2012.</li> </ul>	<p>ALL</p> <p>CL</p>
4	<b>Financial Director Update</b>	<ul style="list-style-type: none"> <li>• <b>Current Balance in BVCA account</b> RS informed Committee that the account has just over £7000 available and that we are breaking even with our current activities</li> <li>• <b>Charity Commission Application</b> RS is pulling this together now and it is in its final stages, with a 10,000 word document almost complete to accompany the application. It is anticipated that the application will be ready for submission end of February 2012. RS to circulate to Sen. Exec and AR/KM for proof reading before submission.</li> </ul>	<p>RS</p>
5	<b>Operations Update</b>	<p>CL provided a general update to Committee. This included:</p> <ul style="list-style-type: none"> <li>• <b>BVCA quarterly newsletters</b> will begin to be designed soon with an emphasis on informing residents of Buckshaw issues/builds/events/groups/info, celebrating BVCA achievements, as well as information gathering</li> <li>• <b>Welcome to Buckshaw Packs</b> have begun being collated by AR</li> <li>• AR has also begun compiling <b>BVCA Style Sheets</b> in a bid to streamline BVCA output</li> <li>• New <b>banner</b> design and costings</li> <li>• GDev has begun work on a <b>shared contacts list</b> for all BVCA contacts</li> <li>• <b>BVCA Village Survey</b> is intended to go out Summer 2012</li> <li>• <b>Technical meeting</b> is being planned and other teams (PR/Advertising and Creative) have already met.</li> <li>• <b>Forum</b> team met to discuss moderation stance and updates to the forum site.</li> </ul>	
6	<b>Events Update</b>	<p>DB updated Committee about forthcoming events:</p> <ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> February Britain's Got Talent</b> – this event has had to be postponed and will hopefully take place later in the year or in 2013</li> <li>• <b>4<sup>th</sup> March Farmer's Market</b> – SC has been pulling this together and we have a number of new stalls as well as old favourites. DB advised that the events team are working more thoroughly now to ensure that banners/roadsigns and new contacts are made etc</li> <li>• <b>22<sup>nd</sup> April Car Boot</b> – pitches will go on sale via wegottickets.com and the event will be advertised twice with two leaflet drops, one in Feb and another ahead of the event in April</li> <li>• <b>16<sup>th</sup> May Fashion Fundraiser</b> – This event may have to be moved as the hall is unavailable on 16<sup>th</sup> May. KD/DB to find alternative</li> </ul>	<p>KD/DB</p>

		<p>date.</p> <p>DB emphasised that each event needs support from Committee to make sure it can go ahead. He explained that a minimum of 8 Committee members are needed for an event like the farmers market. DB/JH will be gathering numbers for each of the events in advance. KD emphasised that if we don't have numbers to run an event, then it's not fair on other Committee members to carry on regardless and a decision would have to be made by DB and Senior-Exec whether to continue with the event/s.</p> <p>GD also suggested that BVCA encourage more resident volunteers to help out at events to make sure they go ahead. DB to discuss this at the next events meeting.</p>	<p>DB/JH</p> <p>DB</p>
7	<b>Update on BVCA Structure</b>	<p>KD has been receiving feedback on the BVCA structure since the previous meeting and explained that the general consensus is to keep the BVCA Senior-Exec structure the same.</p> <p>KD asked for any further feedback/suggestions at the meeting; Committee agreed that no further discussion was necessary. KD therefore explained that no Constitution amendments would be proposed at the AGM which is scheduled for 5<sup>th</sup> April 2012. The BVCA current structure remains the same.</p> <p>KD reminded Committee members that those who had been on the BVCA Committee for 3 years (SK, NC) would have to stand for re-election should they wish to, and that other residents would have the opportunity to join the Committee as voted for by residents at the AGM. All current Senior-Exec members will have to stand to seek re-election, should they wish to.</p>	
8	<b>Presentation of BVCA Action Plan</b>	<p>KD has begun work on the BVCA Action Plan and shared a few of the 13 pages with BVCA Committee members.</p> <p>The action plan lays out each of the BVCA's plans, projects, events etc and refers specifically to our objectives as to why the projects are valid. They are then budgeted. This shows roughly how much 'unallocated funds' the BVCA have available in 2012, which is currently in the region of £2000.</p> <p>GDev has experience with this sort of Action Plan and KD/GDev to make amendments/drafts to produce a final document</p>	KD/GDev
9	<b>Unallocated Funds brainstorming exercise</b>	<p>KD/RS asked BVCA Committee members to form groups of 3 and brainstorm ideas of how/where to spend the unallocated BVCA funds and cross-reference each suggestion to the BVCA Objectives.</p> <p>Around 30 solid ideas were suggested and then ranked by each Committee member into a top 3. The most popular ideas were:</p> <ol style="list-style-type: none"> <li>1. Purchasing outside gazebos for BVCA events/stand</li> <li>2. Seasonal Decoration of the Green Man (i.e. Olympic Flags, Xmas hat, Halloween etc etc)</li> <li>3. Create a picnic area - fishing/ducks in the ancient woodlands behind Oakbridge</li> </ol> <p>KD will schedule these ideas for discussion at the next Senior-Exec meeting to decide on how best to proceed.</p>	KD
9	<b>Forthcoming Dates</b>	<ul style="list-style-type: none"> <li>• 21st Feb – 2nd March Leafleting for Farmers Market</li> <li>• 21st Feb – Events Meeting</li> <li>• 1st March – Ops Meeting</li> <li>• <b>4th March – Farmers Market</b></li> <li>• 22nd March – Residents Meeting TBC</li> <li>• <b>22nd April – Car Boot/Table Top Sale</b></li> <li>• <b>16th May – Fashion Fundraiser event TBC</b></li> </ul>	

10	AOB	<ul style="list-style-type: none"> <li>• <b>BVCA Pampered Chef Fundraiser</b> KM has agreed to hold a pampered chef evening to raise money for the BVCA. This is likely to be held Feb/March 2012 at a Committee member's home (no oven at the Community Centre)</li> </ul>	KM
10	<b>Next full Committee meeting</b>	<p>The meeting closed at 9.55pm.</p> <p>The next meeting is the Annual General Meeting (AGM) on <b>Thursday 5<sup>th</sup> April, 8-9pm</b> in the Buckshaw Community Centre meeting room. Buckshaw residents and members/member organisations will be invited to vote in the BVCA Committee 2012-13.</p> <p>A shorter full Committee meeting for the new BVCA Committee will take place <b>after the AGM on Thursday 5<sup>th</sup> April from 9-10pm.</b></p>	