



The meeting of the BCA National Council was held
10:30 am on Saturday 21 June 2008 at Alvechurch Church Hall, Alvechurch

Present –

Mick Day (MD)	BCA Chairman
Dave Cooke (DC)	BCA Treasurer
Graham Mollard (GM)	BCA Training Officer
Elsie Little (EL)	BCA Cons. & Access Officer
David Judson (DJu)	Liability & Insurance Officer/BCRA Representative
Les Williams (LW)	BCA Publications & Information Officer/BCA Webmaster
Mike McCombe (MM)	Cambrian Caving Council Representative
Glenn Jones (GJ)	Council of Northern Caving Clubs Representative
Jenny Potts (JP)	Derbyshire Caving Association Representative
Stephan Natynczuk (SN)	Ass Caving Instructors Representative
Steve Holding (SH)	NAMHO Representative
Boyd Potts (BP)	Club Representative, Orpheus Caving Club
Emma Porter (EP)	Individual Member Representative/BCRC Representative
Charles Milton (CM)	Individual Member Representative
Damian Weare (DW)	BCA Annual Handbook Editor / Individual Member Representative
Mike Clayton (MC)	BCA Newsletter Editor

The meeting commenced at 10:47am.

1 Chairman's Welcome & Address

MD welcomed members to this Council Meeting. E Porter agreed to act as Recorder.

2 Apologies

Apologies had been received from: Bob Mehew (BM), David Jean (DJe), Owen Clarke (OC), Bernie Woodley (BW).

3 Applications for Club Membership

None were known. GJ thought that it had been agreed to no longer include this item on the agenda.

4 Minutes of the National Council Meeting of 5 April 2008

Minutes were taken by Simon Froude (SF), but no minutes had been circulated. DW and JP agreed to try and produce minutes of the meeting of 5 April.

5 Matters Arising from the National Council Meeting of 5 April 2008

JP pointed out that it was her understanding that during the last Council Meeting, BCA through Youth & Development had agreed to fund transport costs for the BCA/Try Caving stand at Cliffhanger, Sheffield on the weekend of 12/13 July 2008. Had quote for £300 for van and fuel for Thursday until Sunday as Speleolympics needed to be collected from Mendip. JP pointed out that the exact cost will not be known until after the event. All in agreement.

Officers' Reports

6 Chairman; CCPR & Bingo Lotto (Written report tabled)

- a. Bingo Lottery (i) To date, £1,022.29 income received. Following the pilot show, profit is to be shared between 111 participant bodies and in order to justify receiving this money we must provide 250 words saying what we will do with this money. MD suggested need to involve other cavers with this, not just ones on the Council. (ii) The Bingo Lottery Buddy Programme may allow individual clubs to obtain funds by selling gamecards. MD advised that this will involve the regular sale of tickets and would need to find out how many we can sell regularly. Could be difficult due to the size of caving clubs and the number of tickets that may need to be sold, so discussed whether BCA could be perceived as a club although this defeats the object of helping individual clubs. MD asked whether for time being all are in agreement with passing the Bingo

Lottery funds to the Youth & Development programme. Motion: that for time being, funds received through Bingo Lottery go to support the Youth & Development programme – DJu, seconded LW. MD advised we will continue to be involved with Bingo Lottery but review on regular basis.

- b. **“Learning Outside the Classroom Manifesto”**. An important current Government initiative discussed at the latest CCPR meeting, may impinge on Training Committee and Legal & Insurance issues, information available on the web. Action: GM – agreed to review.

7 Secretary

- a. No one had received apologies or heard anything from SF. JP produced agenda as one had not been circulated. At AGM, SF had offered to hand job on. JP had asked LW to arrange for the Secretary’s emails to be also forwarded to MD so nothing goes missing. Agreed to also forward these onto DW and EP. DW agreed to be Acting Secretary and EP to be Recorder. SF is currently signatory on cheques but DC advised not an immediate problem.

8 Treasurer; Audit of 2007 A/cs

DC gave a verbal report.

- a. Had hoped to have the audited accounts but still with auditor. Will aim to circulate them ahead of the next meeting. GJ pointed out that states in constitution that audited accounts must be presented at the AGM. JP queried whether producing audited accounts for the AGM was the right timescale. DC advised it is the first year he has done the accounts, there is a huge amount of work and last year, BM had done 2/3 of the work. Also dealing with accounts from different committees.
- b. Next Finance Committee meeting on 26 July 2008, Ruiton Mill, Dudley.
- c. Subs to CCPR and FSUE paid.
- d. Have been using BCRA’s credit card facility, on-line payment system now been set up to operate via PayPal.
- e. A review of “charity status” still needs to be progressed, although DC believes it will be another constraint for not a huge win. Gift-aid on subs needs to be investigated. Not sure why BCRA approved charity status. MD didn’t recollect receiving gift-aid form from BCRA, GJ thought had disappeared off the 2008 application form. DJ cannot see what extra work is required, apart from requirement to submit accounts to Charity Commissioner once a year. DC thought will expect properly audited accounts as opposed to scrutinized accounts, as over £100,000 per year, puts us in a higher category. Annual report would need to be submitted to trustees, BP said could make the organisation a trustee, so report is submitted to “the trustee”, as his Parish Council has done and would prevent having to keep changing names. DW agreed to talk to his father who is an accountant. DC to research further.

9 Conservation Officer

EL gave verbal report.

- a. Access to the Coast - formulating response to Marine Bill, which covers coastal access – thanks to people who have helped. There was a brief discussion about the benefits of the Bill and the material passed to EL before the Council meeting which implied that the Marine Bill was not going the way it was expected to.
- b. EL made a request to be kept up to date and for documents to be forwarded onto her if about DEFRA asap.
- c. Emails have been exchanged about access arrangements for Stoke Lane Slocker, being dealt with by CSCC.

10 Training Officer (Written report tabled)

- a. Publications – still looking for someone to re-work “Karst & Cave Geology”, LW may be able to speak to someone about this, advised that some parts just need fine-tuning, whereas some of the science has changed dramatically. “Weather and Flooding” will be completed this year.
- b. Finance – (i) Reported that Training Committee (TC) did not even break even this year, need to break even. TC to review the book-keeping and will liaise with DC. (ii) Revalidations have made a reasonable profit this year. GM wants a mandate from Executive Committee to implement same process for Training Courses for CIC and LCMLA. SN believes that the opposition from instructors has been under-estimated and TC needs to speak to trainers and assessors, as it will not be economically viable to provide courses. MD suggested that suitable subsidies are re-visited. GM is trying to be pro-active, courses will have a minimum size to ensure break even or a profit is made on each course which goes to BCA – he sits in the middle, wants the training fees but needs to ensure that the scheme exists if no funding is available. LW added that cannot expect amateur caving to support professional training. EL thought it sounded like there would be fewer courses, need to ensure that each area is supported. GM said will discuss panel sizes so all areas get work. LW said he had no idea how schemes are run. SN raised concerns about differing standards and a discussion followed as to whether this was a national or regional problem. GM is asking for a mandate to consider, evaluate and discuss these proposals. MD explained that special committees should be doing this and then approach BCA with proposals that make sense financially, legally and in accordance with the thinking of the BCA. SN also raised the issue of an annual fee to be a trainer/assessor, GM said that this can be discussed.
- c. TC – Have advertised for new CIC trainers/assessors, six applications, will be considered on 6 July 2008. CIC qualification has been reviewed, to ensure that same criteria followed for assessment, as has been problems re continuity of delivery.

- d. Manual on caving – Has been approached by publishing company with a view to producing a new caving manual. Not sure why we were approached, if after BCA's endorsement, not sure if anything will come of it. Noted that market will be receiving the revised caving manual from Andy Sparrow shortly.
- e. Due to crossover between TC and Equipment Committee (EC), Bob Mehew attending TC and GM attending EC.
- f. GM had responded to a discussion on the UK Caving Forum, about the use of Petzl Tikka lights for group caving, and quoted the official Lyon/Petzl statement/manufacturers' recommendations.
- g. GM has been in contact with HSE, it is anticipated that a committee will be set up to look at issues such as good practice information at the outset of any HSE investigation of a caving incident, and ensuring information about lessons learnt are made available to the public as quickly as possible. A report is due out this week re an incident where boats were hired on the River Wye.
- h. TC had been asked about professional indemnity insurance, as difficulty obtaining cover and BCA's insurance is not suitable. GM is awaiting final details from Jardine Lloyds Thompson, conditions are must be qualified and working within remit of BCA schemes. Would be available to trainers, assessors, LCMLA's, only viable if LCMLA's included. DJ had passed details to Idris Williams (IW), as only scheme he knew of that was affordable. Will not be administered through BCA but individuals would need to arrange directly with Jardine Lloyds Thompson, GM wants trainers/assessors to give forms out.
- i. Website – want to be able to distribute good quality information (non-judgmental) that people need to know about incidents. Agreed that in order to be non-judgmental will run through Chair of CIC and LW will also check before being published on Training section of website.
- j. SH asked GM if the levels of insurance were satisfactory for the planned mine inspections to go ahead, GM confirmed all going ahead.
- k. EL requested an update re the publication "Navigating Deep Water in Porth yr Ogof" which has been drafted by the TC. GM advised that this is not resolved. Correspondence has been sent by Cambrian Caving Council (CCC). Concern was expressed that the leaflet was being published, under the name of BCA, which was providing advice about how to cross the resurgence. EL advised that the landowners do not allow cavers to do cross the resurgence and we are looking to provide information which will be available in the public domain, and may encourage the access agreements to be broken and in the past, access has been prevented on a short-term basis. GM advised that TC drafted this leaflet, which is aimed at leaders of a group, and provides good practice if they decide to take a group through the resurgence. GJ pointed out that it is only where there have been led groups that individuals have died. GM added that it was mainly military. DJu said that BCA must never provide "site specific" advice - advice should not be put in writing about a particular hazard in a specific cave location, otherwise it is leaving it open to argue that the written advice was followed but by doing so, an accident or death occurred. Would hope insurance would cover a situation such as this, but would inevitably affect the premium. GM pointed out that training for LCMLA is site specific, so site specific training is given through BCA and giving good advice is correct, not to give good advice when it is going to happen anyway is wrong. It was agreed that CCC and TC need to discuss this further. Then needs to be forwarded with detailed feedback to BCA for consideration.

11 Equipment Officer (Written report tabled)

- a. GJ added that CNCC has installed Chinese anchors in two locations, tests start next week, hoping will confirm that it replicates the DMM anchor. Process for installation is the same. Costs not known. GM advised that there are two other similar anchors available, Inglesport has them.
- b. GM pointed out that Training Committee has reservations about straight axial pulls and he would like to see more figures for pull down tests.
- c. In his report BM requested a cheque book account for the E&T Committee, with the Chair of E&T being a signatory and responsible for presenting a set of accounts to the Treasurer. DC advised that he did not think by setting up another account it would save time, as 95% of the reasons for the delay are outside of the Treasurer's control. No further action required.

12 Editor

- a. **Newsletter** (written report tabled) – the last newsletter was published in May. MC will continue to use MS Publisher package as familiar with it. MD asked if any use for the redundant publishing package purchased by BCA. LW reiterated the need for articles for the Newsletter, as without content, it cannot be produced. CM said that he would like to see clear direction and advice to the membership in publications such as the newsletter and the website eg like the French website which provided the information about cowstails. CM added, BCA seems timid, worried about liability but that's why you have insurance.
- b. **Speleology** - no report received.
- c. **Handbook Editor** (written report tabled)

13 Publications & Information Officer

- a. Posters: It was agreed to produce A3 posters (rather than A1 sized) for shops and centres; these would be aimed to raise the profile of BCA. A suitable poster design may already exist which can be resurrected but LW needs numbers to decide how many to print, given that more can be printed later as required.

- b. BCA Banner: It was agreed that we would not produce a BCA banner.
- c. Upgrade CIM to DIM/BCRA: It was agreed that anyone who upgraded from a CIM to DIM/BCRA membership at Hidden Earth would receive copies of all this year's publications.
- d. Website: LW reported that he will shortly be moving the BCA website to become our own server, which will alleviate known problems with uploading caused by changes made by our existing hosts. In the meantime, content can be emailed to LW for him to put up on the BCA site.
- e. Thanks to Editors: The editors of the BCA Handbook and the BCA Newsletter were thanked for producing their respective publications: Handbook in April and Newsletter in May. The next Newsletter would be aimed for August.

14 Legal & Insurance Officer

- a. DJu reported that the BCA Child Protection Policy and the BCA Guidance Notes for the policy have now been updated and will be sent out to all clubs together with the recent leaflet from the Department for Culture, Media and Sport. The Policy and Guidance Notes will also be put on the BCA website.

15 Membership Secretary (Written Report tabled)

- a. Membership processing: GJ reported that all processing is now up to date with cards issued. Karen Slatcher is processing payments.
- b. Payment procedures: An on-line payment system has been set up by David Gibson to operate via Paypal and BCA's on-line applications forms link to this. 2 negative comments on the complexity of the system have been received out of the 20 people who have used it.
- c. Vercors 2008: GJ reported that all Vercors 2008 registrations through BCA have been sold and he is now notifying all who have booked in this way.
- d. Club Membership cards: It was agreed that BCA could print membership cards for clubs, given certain restrictions. If this is done at the same time as the club has its BCA Membership/insurance cards printed the cost will be 30p per card.

16 Insurance Manager

- a. GJ had reported that Speleological Union of Ireland (SUI) was requesting confirmation that the BCA Insurance covers them. No reply had been received from the insurers following queries, so this is being chased up by DJu.

17 Radon Working Party

No report received.

18 National Cave Registry Co-ordinator

- a. Cambrian material: DC reported that the material recently received from Cambrian Cave Registry will be put on the National Cave Registry website.
- b. Mendip Cave Bibliography: The MCB is now on the web with approximately 30,000 entries.
- c. Possible BGS hosting for the National Cave Registry: DC was looking into the possibility of BGS hosting the Registry but it was thought that they would charge end users for information. DC would write to the various Regional Cave Registry Secretaries to appoint a primary registrar for their area. The letter would go via the Regional Council Secretaries in the first instance.

19 International Representative

No report received.

20 Youth Development

- a. Dorset Show: It was agreed that BCA would not put on a stand at the Dorset show on 4-6 July 2008 as there were insufficient resources, given that BCA was already supporting the Sheffield Cliffhanger event via DCA.
- b. Bingo Lottery: Agreed that Bingo Lottery Money, if forthcoming, could be used to support Youth Development.

21 Any Other Business

- a. BCRC Representative: Emma Porter is now BCRC's representative at BCA meetings. P Allwright continues as BCRC Secretary.
- b. DCMS: GM reported that DCMS is looking to set up a non-mandatory badging scheme in addition to the mandatory scheme already run by AALA.

22 Date, time & place of next meeting

Confirmed that the Council Meetings had been booked for Saturday 4 October 2008 and Saturday 10 January 2009. The BCA AGM had been booked for Saturday 28 March 2009. All to take place at Alvechurch.



BRITISH CAVING ASSOCIATION

Officers' Reports to Council Meeting

on 21st June 2008

Item 6 Chairman's Report

CCPR Outdoor Pursuits Division Meeting

Wednesday, 4 June 2008, 12:00 hours, @ Farrer & Co LLP, 66 Lincoln's Inn Fields, London WC2A 3LH

Two important current Government initiatives were discussed: both of these will have at least peripheral effects on BCA. A presentation from Heloise Tierney, Head of Coastal Access Team, DEFRA outlined thinking which the C&A committee will be watching. Peter Carne, Department of Children, Schools and Families, spoke on the "Learning Outside the Classroom Manifesto". This may impinge on the Training Committee and Legal & Insurance Issues. The most important development is in the sphere of BingoLotto, which is to have a second season on TV (Virgin 1) in the Autumn. I attach two emails, which summarise developments.

The first, from Sallie Barker (CCPR) outlines the proposed method by which initial profit from the first exercise will be distributed amongst the one hundred and eleven participating Governing Bodies of Sport (BCA being one such!). The three very generalised sets of objectives can easily be construed to encompass several of BCA's objectives; it seems to me that the initial moves might best be to commit such income to the Youth & Development programme.

The second email relates to a new initiative which aims to encourage designated clubs to sell tickets or otherwise encourage participation. At present, I believe this means that any such club will receive twenty percent of income which they directly stimulate. Clubs should be given the chance to explore this option.

I must emphasise that at present, GBs participating in BingoLotto are not committed to any contribution or action, but are merely "testing the water" without obligation.

Mick Day, June 2008

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Dear Colleague

This is just a brief e-mail to update you on the latest situation with regards to BingoLotto and especially the proceeds from the pilot.

Once we have received all the funding that we are due and reconciled the accounts with the Gambling Commission and IGS we will be contacting you to let you know how much your share will be following the pilot show. This is going to be in the region of about £1k.

At the same time, we will be asking you to complete a simple form on which you will be asked to do 2 things. One, to identify which of the following areas you will spend the monies on:

- * To develop and support grassroots sport delivery, with the emphasis on community sport;
- * To help increase the numbers of people participating in sport and to take sport to a wider audience;
- * To build a stronger, more effective and self-supporting infrastructure for voluntary sport and recreation.

And then, in no more than 250 words, tell us what you are going to do with the money. Once we have received it we will send you a cheque!

Going forwards, IGS is currently planning the re-launch in the Autumn, hopefully with a major retailer signed up and selling tickets in store.

Lastly, IGS is concentrating on establishing the 'BingoBuddy' scheme and I know a number of you have been in discussion with Fiona Hortopp from IGS on this. If anyone else wishes to be part of this scheme, which will allow your clubs to raise funds for their own use, please let me know.

In the meantime, if you wish further information, please do not hesitate to contact me.

Kind regards
Sallie

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Dear Mick,

Thank you for taking the time to discuss the BingoLotto Buddy Programme with me today. I am delighted that you are enthusiastic about the Buddy Programme and the modifications we are putting in place to make it more accessible, directly profitable and more rewarding for your clubs and members. We believe the BingoLotto Buddy Programme will be a huge success and we look forward to working with you over the next few months to ensure it is a big success for all participants for Series 2 of BingoLotto starting in September.

Our Buddy Programme is a unique way of empowering BingoLotto's UK beneficiaries to raise substantial funds at club level (in Sweden £900 million was raised at a club level). Individual fundraising / 'appeal' campaigns can be developed so that each club has a target for the funds they are raising (eg; 'buy a BingoLotto ticket and help our club to buy a new van'). Wherever possible, BingoLotto will assist in local promotion and marketing of these campaigns.

Whilst the beneficiary organisations will be a large and integral part of the sale and promotion of BingoLotto Gamecards, BingoLotto is in the final stages of conversations with a large tier 1 national retailer who will also be selling BingoLotto Gamecards in the Autumn. Both of these new sales channels will make buying BingoLotto Gamecards a lot easier for the public and ensure further success for Series 2 of BingoLotto.

In order to make the BingoLotto Buddy Programme as big a success in the UK as it is in Sweden, all we ask of you is to help us promote the Programme to your members and clubs. If you can encourage your clubs and members to get behind the programme and register their interest with us, we will contact them direct to determine how we could best work with them and to discuss the Programme in more detail on an individual basis. Alternatively, please provide me with their names and contact details and I will contact them direct to discuss the Programme with them in more detail.

Attached is a short synopsis of what we discussed. Please circulate this to your colleagues, clubs and members and encourage them to contact me if they are interested in becoming BingoLotto Buddies and selling Gamecards on our behalf in order to raise funds directly for their club / organisation.

We want to make this work for you and your members, and welcome any suggestions and feedback that you get from your clubs / members. Once again, please help us to grow BingoLotto by promoting the Programme as much as possible within your organisation and in so doing help us to generate substantial rewards for your organisation and its clubs.

I will be in touch shortly after your meeting on the 21st of June to see how you are progressing and what sort of feedback you have received. I will also keep you informed throughout as to any of your club members who sign up.

Best wishes

Andrej van Oudgaarden

Item 10: Training Officer's Report

There has been a considerable amount of work to deal with for CIC panel, NCP and Training Committee over the last three months.

- Publications: the booklet on weather and flooding should be finished this year, it has been sent to Steve Long who has agreed to use some of his information from his weather book produced for MLTUK to supplement Dave Baine's work. The booklet on Karst and cave geology is at present on hold, J. Gunn was asked to read the document J. Forder had produced but felt it required a great deal of reworking prior to publication.
- The Porth Yr Ogof triple fold was reported at the last meeting to have been kicked into touch due to opposition from certain quarters, Training Committee have instructed me and I have asked T. Peacock Chair of NCP to write to Ian Healey Hon. Sec. CCC. asking that the document be re-presented to CCC for their approval and that it be either accepted or rejected once and for all.

- Finance: I reported to TC that we had failed to break even in 2007 and that it was important that we did in this year. I pointed out that I found it difficult to interpret the accounts as certain headings appeared to be lumped together, they felt it was important to be able to see both income and expenditure in detail so as to identify the costs of TC as opposed to NCP or CIC panel for example. Juliet Parker Smith put a proposal to the committee that: TC seek control of budgeting, bookkeeping and presentation of accounts to assist the Treasurer in his role. This was seconded by T. Redfern and past with no opposition.
- Revalidations appear to be producing a small profit for BCA and bearing in mind we made a loss last year I would like a mandate from Executive Committee to evaluate and implement the same process for Training Courses for CIC and LCMLA. This has the potential to enable the professional qualifications to be totally self financing. It will undoubtedly face opposition from some Trainers and assessors but in the long run it may be the only course of action to guarantee the continued existence of the CIC and LCMLA qualifications.
- TC. Have advertised for new CIC trainer/assessors, we have had six applications which will be considered by M.Day, N.Ball and J.Parker Smith in early July. TC accepted a new format for assessing CIC presented by N.Ball. This will ensure that all CIC T/A follow the same criteria when assessing modules, at present there have been occasions when this has not been the case.
- TC would like to extend the training web pages to include a section on catastrophic events and near misses. This would have a prime purpose of disseminating information on incidents; it would not name groups/individuals or be judgemental. There would need to be the facility to incorporate photos plus script.
- The TO has been approached by Alex Stilwell Publishing with a view to producing a manual on good caving practise plus other topics cave related. This was reported to TC but is still at the stage of basic discussion.
- Dena Proctor recently represented NCP at a meeting at Plas Y Brenin on the vulnerability of some of the North Wales Gorges as most T/A also do the same job inhouse for LEAs it seemed appropriate that BCA was represented.
- Because of the closeness of some of the work of the Equipment Committee and the TC it was felt right that the chair of EC should have an ex.officio role on TC hence I invited Bob to attend TC and I will attend EC.
- Following a directive from CIC panel and the recent reactions of HSE to what they have considered to be near misses I contacted the relevant HSE office and officers. I also talked extensively with Marcus Bailie and Gavin Howat prior to making this contact. I met on 3rd June with David Green and Pam Waldron at their Leeds office and spent three and a half hours in general debate. The meeting appeared useful from both sides and will be a prelude to the setting up of a committee including G.Howat, M.Baillie, HSE Leeds, TC rep. plus myself to look at several issues including seeking good practice information at the outset of any HSE investigation of a caving incident and also getting lessons learnt into the public domain as quickly as possible following an incident.
- We have for many years sought relevant professional indemnity insurance for the T/As. Recently both CIC's and LCMLA's have also had problems obtaining cover. Bearing this information in mind and the fact that BCA's insurance does not appear suitable for our purposes I approached Jardine Lloyds Thompson asking for a policy to cover our needs as long as individuals were working within the remit of their qualifications. I also requested multi activity cover again with the same proviso. I am awaiting the final policy draft.
- Finally since the 1st January 08 we have had:
 - 122 registrations
 - 20 level 1 assessments
 - 5 level 2 assessments
 - 44 level 1 revalidations
 - 8 level 2 revalidations

Graham Mollard, June 08

Item 11: Equipment Officer's Report

An E&T Committee meeting has been set up for 5 July 2008 and an agenda circulated. Major items to be discussed will be Choice of Anchors, Training of Installers and Anchor Records. A summary of responses to the anchor discussion document (including the CSCC motion) has been issued to Committee members and is available on request to anyone else.

Several more ropes have now been tested as part of the NCA Long Term Rope Test and indicate that safe usage levels may well be much lower than people might expect.

The Rope Test Rig was taken to the Mendip weekend on 7 & 8 June but the lack of advertising by the organisers lead to only 2 samples being presented for testing. No requests for testing are now outstanding. A translation of a French Report on testing Cows Tails was undertaken by Damian Weare and placed on the BCA web site. E&T has been asked to comment on the suitability of a light for use underground. The topic is potentially contentious as it is partially linked to a decision within the LCMLA scheme. The need for evidence to gainsay any advice made by the manufacturer is likely to be a major factor in dealing with this request.

Following difficulties with the timely issue of cheques to cover expenses (it is acknowledged that part of delay was due to reasons outside of the Treasurer's control), a proposal was put to the Treasurer that a new account be opened for E&T with the Chair of E&T being a signatory and responsible for presenting a set of accounts to the Treasurer. It is argued that this will speed up the issue of cheques, reduce the work load on the Treasurer and alleviate tension between several people. The Treasurer has indicated that he is opposed to the idea. Although E&T Committee have not yet formally endorsed the proposal, I anticipate this will occur on 5 July.

Bob Mehew, June 2008

Item 12: Handbook Editor's Report

650 Handbooks have now been printed and distributed at a unit cost of £1.40 each (plus postage). There has been a small increase in the number of, and revenue from, adverts this year. As this makes a significant contribution towards offsetting the costs of the Handbook, this is an area I hope to develop for next year.

Inevitably there are parts of the Handbook that are already out of date. As with last year I am keeping an updated version available as a download from the BCA website, together with a log of updates. One issue that, thanks to Bob Mehew's eager eyes, has arisen with this download is that currently everyone's unaltered e-mail address is being displayed in the Pdf giving rise, we think, to potential e-mail Spam. I have now changed this, but unfortunately, for technical reasons that are beyond me, I have not been able to upload this most recent Pdf to the BCA website. Hopefully Les will be able to assist and this will soon be sorted out.

The Handbooks that I have left will be passed to Glenn Jones at today's Council Meeting and he will then distribute these to new members who join during the year.

Once again I would like to thank Jerry Wooldridge in particular for his excellent work with the cover artwork. Finally, any comments, additions or amendments will be gratefully accepted.

Damian Weare, June 2008

Item 15: Membership Administrator's Report

My work load has now decreased dramatically with the majority of 2008 renewals processed by mid/late April.

- Due to the expense (and increased security requirements) required to maintain a debit/credit card terminal at BCA HQ, the contract for the terminal has been cancelled and we are no longer able to process card transactions. The replacement is an on-line payments process developed by David Gibson utilising Paypal. Although still in its infancy, it appears to be working very well. Alongside the provision of the on-line payments system has been a complete redesign of all on-line application forms.
- All BCA registrations for Vercors 2008 have been sold and the registration spreadsheet emailed to the event organisers in France. Everyone who has registered via BCA should now have had contact from the organisers explaining how to collect their Congress passes at the event.
- Following a few requests from clubs, it has been agreed that BCA can offer a club membership card printing service, with the following restrictions:
 - card colour can only be white
 - black printing only
 - club to supply artwork
 - cost (if printed at the same as the BCA card): 30p per card.

Glenn Jones, June 2008