



**Minutes of BCA Council Meeting held on Saturday, 11<sup>th</sup> June 2011  
at Alvechurch Church Hall, Alvechurch**

**Present:**

Andy Eavis (AE)	BCA Chairman / BCA UIS Rep.
Paul Ibberson (PI)	BCA Treasurer
Damian Weare (DW)	BCA Secretary / Handbook Editor
David Judson (DJu)	BCA Legal & Insurance Officer
Elsie Little (EL)	BCA Conservation & Access Officer
Les Williams (LW)	BCA Publications & Information Officer / BCA Webmaster
Graham Mollard (GM)	BCA Training Officer
Nick Williams (NW)	BCA Equipment & Techniques Officer / Insurance Manager
Glenn Jones (GJ)	BCA Membership Administrator / CNCC Rep.
Jenny Potts (JP)	BCA Publication Sales / DCA Rep.
David Cooke (DC)	BCA Cave Registry Coordinator / Individual Member Rep.
Mike Clayton (MC)	BCA Newsletter Editor
Bob Mehew (BM)	BCA Rope-Test Officer
Ged Campion (GC)	BCA FSE Rep.
Mark Williams (MW)	CSCC Rep.
Dave Pettet (DP)	ASCT Rep.
Steve Holding (SH)	NAMHO Rep.
Stephan Natynczuk (SN)	ACI Rep.
Dave Checkley (DCh)	BCRA Rep.
Boyd Potts (BP)	Club Member Rep.: Orpheus CC
Bernie Woodley (BW)	Club Member Rep.: S. Wales CC
Mick Day (MD)	Individual Member Rep.
Emma Porter (EP)	Individual Member Rep.
Faye Litherland (FL)	Individual Member Rep.

The meeting commenced at 14:35am.

**1. Chairman's Welcome**

AE welcomed members to this Council Meeting.

**2. Apologies for absence**

Apologies were received from: David Jean, Alan Finch, James Collings, Chris Jewell, Mike McCombe and Idris Williams.

**3. Minutes of the last Council Meeting on 26<sup>th</sup> March 2011 (previously circulated)**

Proposal: *to accept the amended Minutes from 26<sup>th</sup> March 2011 as a true record*

Prop: JP, Sec: FL *agreed unanimously*

**4. Matters Arising for the Minutes of the last Council Meeting**

NW: **Paper Pulp:** Had a very interesting Cave-Science meeting this week. John Gunn made the observation that as far as he was aware the Peak Cavern problem was particularly bad because the pulp drained immediately into a sinkhole. However, on other occasions the pulp that was filtered through the soil had much less of an effect. Therefore pulp that is dumped should not be done in large amounts, for long periods of time, close to sinkholes.

**Review of Action Log**

Action Log 6: Ongoing

Action Log 20: Done

Action Log 36: Ongoing – see Secretary's Report

Action Log 52: GM: has started approaching other people. Item can be removed.

Action Log 54: Following an exchange of e-mails, NW now needs to set a date. GM: has been approached to negotiate

about extending their professional indemnity Policy to the RoI.

- Action Log 56: Ongoing. There is a meeting on 2<sup>nd</sup> July  
Action Log 57: Superseded by Action 65  
Action Log 58: Not done yet.  
Action Log 59: Done – see C&A report to the AGM.  
Action Log 62: Done  
Action Log 63: Done. It is artificial.cave [at] british-caving.org.uk  
Action Log 64: Put off until the October Meeting due to short nature of the June meeting.  
Action Log 65: Done  
Action Log 66: The AGM has just passed a resolution that BCA will pay. Can be removed.  
Action Log 67: Unknown. CJ not present.  
Action Log 68: Logo now done. The Meeting agreed on the wording of design 4 with the style of design 1. DW will liaise with CJ and then advertise its availability.  
Action Log 69: Done  
Action Log 70: Ongoing  
Action Log 71: Done  
Action Log 72: Most complete. Still awaiting replies from DCUC and SUI.  
Action Log 73: Done - Items were assessed individually by those who looked at it, rather than applying a strict criteria.

## 5. Appointment of non-elected positions:

The following non-elected appointments were agreed for 2011-12:

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|--|----------------|
| a. Insurance Manager                     | Nick Williams  |
| b. Radon Working Party Convenor          | Clark Friend   |
| c. Youth & Development                   | James Collings |
| d. Media-Liaison Officer                 | Chris Jewell   |
| d. Newsletter Editor                     | Mike Clayton   |
| e. Handbook Editor                       | Damian Weare   |
| f. International Representative          | Andy Eavis     |
| g. FSE Representative                    | Ged Champion   |
| h. Rope-Test Officer                     | Bob Mehew      |
| i. Publications Sales                    | Jenny Potts    |
| j. Cave Registry Co-ordinator            | David Cooke    |
| k. British Caving Library Representative | Dave Checkley  |
| l. Web Services                          | David Cooke    |
| m. Webmaster                             | Les Williams   |
| n. Child-Protection Officer              | David Judson   |

Action: DW to check through all Policies for other named people, who may need to be added to list of appointees in future.

## 6. Resolution for Bank Mandates

PI: We need to update the various Bank Mandates as a result of the AGM changes to personnel.

Proposal: *That the signatories to the BCA Accounts be as follows:*

- Main Account:** AE, DW, PI, NW  
**No. 1 Account:** AE, DW, PI, NW  
**Training:** AE, DW, PI, GM  
**Online Banking:** PI  
**Credit Card:** Transfer to PI or create a new card  
**PayPal:** Transfer to PI  
**Standard Life Deposit:** AE, PI, DW  
**NatWest:** PI, DW, NW Online Access (payment authorisation)

*Prop: PI Sec: DC agreed unanimously*

DC: The Treasurer is authorised to pay travel expenses. However, he has been approached by an Officer to pay other expenses, namely a percentage of line rental on phone and broadband. DC's feeling is that they would probably have had that anyway. Therefore, it doesn't need covering.

CF: Cannot see that we should be paying for the line itself.  
 BM: There is precedent for doing that, namely paid employees.  
 NW: Have you had any figures that show the percentage of the person's calls? Is a large percentage of these belonging to BCA?  
 DC: Free calls are part of the package.  
 JP: Where somebody has a package with free calls where you pay a higher rate for this facility, then a proportion of the difference should be paid, which will depend on how many calls are made.  
 LW: BCA wins with a package because it no longer has to pay for calls.  
 NW: The E&T Committee discussed this recently in another context and decided the important point was accountability. There is always a conflict between accountability and saving money. For BCA it is probably more important to be accountable, rather than save money. In this case, therefore, we probably should pay for individual calls, rather than for the Officer to upgrade their phone contract to include free calls.  
 JP: It is very difficult to actually separate what calls are payable by what organisation, particularly when one call to someone might cover several different issues on behalf of different organisations.  
 BW: This would be an appalling PR move.

Proposal : ***The Treasurer be authorised to make an investigation and decide upon the appropriate amount to reimburse, and bring it to the next Council Meeting.***

Prop: BM Sec: JP *agreed unanimously*

**Action: PI to investigate the circumstances of the claim for line-rental expenses and decide upon the appropriate amount to reimburse, to bring to the next Council Meeting.**

#### **7. Dates for BCA Council Meetings for 2011-2012**

The following dates and venues were agreed for meetings in 2011-12: 15<sup>th</sup> October 2011 (Alvechurch); 7<sup>th</sup> January 2012 (Alvechurch to be chaired by MD, as AE will be abroad); 24<sup>th</sup> March 2012 (Alvechurch); 10<sup>th</sup> June 2012 (location to be confirmed) [*Post-Meeting note: the Baptist Church Hall is unavailable on 15<sup>th</sup> October, so we will meet in the Meeting Room of the Red Lion Inn next door - DW*]

#### **8. AOB**

BM: Represents BCA on a UK Search & Rescue group. Ambulances demand postcodes during a call-out and an e-campaign is being organised to lobby against this. BM would like to advertise a link to this e-campaign among caving circles.

GM: Would like to raise the fact that the Training Budget will need a PayPal account soon because there is considerable demand to pay that way.

DC: That is very easy to set up.

Proposal: ***To accept Training payments by PayPal.***

Prop: BM Sec: FL *agreed unanimously*

*The meeting closed at 15:30*

### **Action Log – June 2011**

No.	Action by ...	Details of Action
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6	PI & AE	Update Bank Mandates.
36	DW	Put together a Manual of Operations
54	NW & DJu	Liase with SUI with a view to helping them streamline their insurance situation.
56	LW	Put together a professional-looking flyer in advance of the next FSE Bureau meeting.

#### **Jan 2011 Meeting**

57	NW	Put together a discussion document following discussions with AE.
58	GM & NW	Liase with the BMC about protecting Victoria Cave.

#### **March 2011 Meeting**

64	DW	Prepare a policy on publishing Minutes to be presented to the October Meeting and to be subsequently added to the Manual of Operations.
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| 67 | <b>CJ</b>          | Work towards building a list of people with useful experience in a variety of caving situations.                             |
| 68 | <b>CJ &amp; DW</b> | CJ to create a “member” version of the BCA logo and DW to put something to this effect on the website and in the Newsletter. |
| 70 | <b>NW</b>          | Oversee the implementation of resolutions relating to the E&T Committee.   |
| 72 | <b>DCUC</b>        | DCUC to provide the name of a Cave Registry co-ordinator to DC   |

#### 2011 AGM

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| 74 | <b>DW, AE,<br/>PI, DC and<br/>LW</b> | Liaise over setting up a group to look at BCA’s IT Services.     |
| 75 | <b>JC</b>                            | Circulate list of interested people from Outdoor Show.           |
| 76 | <b>NW</b>                            | Write to RCCs and ask them for their views on increasing to £5m. |

#### June 2011 Meeting

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| 77 | <b>DW</b> | Check through all Policies for other named people, who may need to be added to list of appointees in future.   |
| 78 | <b>PI</b> | Investigate the circumstances of the claim for line-rental expenses and decide upon the appropriate amount to reimburse, to bring to the next Council Meeting. |