



**Final Approved Minutes of the June 2019 Council Meeting**

Held immediately after the AGM, Sunday 9<sup>th</sup> June 2019  
Horton in Ribblesdale Village Hall, BD24 0HA

**Chair:** Les Williams

**Secretary:** Matt Ewles

**Treasurer:** Howard Jones

**Recorder:** Matt Ewles

## Attendance

Position	Name	Initials	Present?
<b>BCA Executive (voting, except Chairman who has a casting vote only in event of tie)</b>			
Chairman	Les Williams	LW	Yes
Treasurer (also Insurance Manager)	Howard Jones	HJ	Yes
Secretary	Matt Ewles	ME	Yes
<b>Officers or Chairs of Standing Committees (Voting)</b>			
Training Officer	Nigel Atkins	NA	No
Conservation and Access Officer	Louise Baddeley	LB	No
Equipment and Techniques Officer	Mark Sims	MS	Yes
Youth and Development	Rostam Namaghi	RN	Yes
Publications and Information Officer	Jane Allen	JA	Yes
<b>Regional Council Representatives (Voting, representative may change meeting to meeting)</b>			
Cambrian Caving Council	Allan Richardson	AR	Yes
Council of Northern Caving Clubs	Tim Allen	TA	Yes
Council of Southern Caving Clubs	Alan Butcher	AB	Yes
Derbyshire Caving Association	Jenny Potts	JP	Yes
Devon and Cornwall Underground Council			No
<b>Constituent Body Representatives (Voting, representative may change meeting to meeting)</b>			
William Pengelly Cave Studies Trust			No
Association of Caving Instructors	Stephan Natynczuk	SN	Yes
National Caving Scout Active Support Unit	Tony Radmall	TR	Yes
British Cave Research Association			No
National Association of Mining History Organisations			No
Council of Higher Education Caving Clubs	David Botcherby	DB	Yes
Cave Diving Group			No
British Cave Rescue Council			No
<b>Group/Club Representatives (Voting)</b>			
Position 1 (2019-2021) (Also Vision Group Convenor)	Hellie Adams	HA	Yes
Position 2 (2019-2021) (also Webmaster)	Gary Douthwaite	GD	Yes
Position 3 (2018-2020)	Idris Williams	IW	Yes
Position 4 (2018-2020)	John Hine	JH	No
<b>Individual Member Representatives (Voting)</b>			
Position 1 (2019-2021)	Phil Rowsell	PR	Yes
Position 2 (2019-2021)	POSITION VACANT		
Position 3 (2018-2020)	Andrew McLeod	AM	Yes
Position 4 (2018-2020)	POSITION VACANT		
Position 5 (2019-2021) (One off position)	Will Burn	WB	Yes
<b>Additional BCA positions or Observers (non-voting roles)</b>			
Media Liaison and UIS representative	Andy Eavis	AE	Yes
European Speleological Federation (FSE) rep	Ged Champion	GC	No
QMC Chair	Juliet Parker Smith	JPS	Yes
Rope Testing	Bob Mehew	BM	No
Membership Administrator	Wendy Williams	WW	Yes
Training Administrator	Mary Wilde	MW	No
IT Working Group/Web Services/Cave Registry	David Cooke	DC	Yes
Newsletter Editor and CRoW Liaison	David Rose	DR	No
Radon Working Group	Gethin Thomas	GT	No
Safeguarding Officer	Chris Boardman	CB	No
Observer	Wayne Sheldon	WS	Yes

## 1. Chair's Welcome

LW opened the meeting at 14:42am

## 2. Apologies

The following apologies were noted either in advance or on the day:

Chris Boardman (Safeguarding), Steve Holding (NAMHO), Louise Baddeley (C&A), Gethin Thomas (Radon), David Rose (Newsletter/CRow), John Hine (Club Rep), Emma Porter (BCRC), Nigel Atkins (Training), Richard Vooght (WPCST), David Jean (DCUC), Bob Mehew (Rope Test).

## 3. Minutes of April Council Meeting

A few changes were requested:

- JP read out some changes (already sent to ME):

*"TA asked RW whether the procedure for submitting AGM motions has changed, citing that RW was now asking for hard copies of proposals to be submitted, wet-signed by the proposer. RW confirmed that he has not changed his mind on this. JP commented that historically a proposal must meet the deadline, but a seconder can be sought after. LW felt we should be accepting proposals by email but that they should have two signatures."*

Change to:

*"TA asked RW whether the procedure for submitting AGM motions has changed, citing that RW was now asking for hard copies of proposals to be submitted, wet-signed by the proposer. RW confirmed that he has not changed his mind on this. JP commented that historically a proposal must meet the deadline and must have a seconder within the deadline. LW felt we should be accepting proposals by email but that they should have two signatures."*

- DC said he has emailed to the Council mailing list some changes. These were not read out at the meeting but have been copied exactly into the minutes below for clarity:

*Present. Add Webmaster against my name.*

*7. 1st para. 2nd line. "him" not "hum"*

*Page 5. 7th para. This doesn't seem right to me. Surely Associate Members don't have insurance.*

*Page 6. Somewhere in the middle. Add "DC The Associate Membership fee should be reviewed so as not to disadvantage the clubs that are compelled to become Associate Members."*

*Section 13.3. 2nd para. Is clearer as "keep the existing website software and update the content, as it would otherwise be wasteful of time and effort"*

*Section 13.3. 3rd para. No I didn't concede it was an error. I said that might be the case now but it wasn't presented as such at the time. Talking to Gary after the meeting he confirmed it is his intention to replace the software and contents of the website. So TA's statement is misrepresenting the truth. I suggest this paragraph is removed from the Minutes.*

*Section 13.3. 5th para. The sentence "DC presented some graphs which he said demonstrated that the BCA server is secure and that it is the CCC's email server which is more likely to be responsible" is wrong because it is a server reputation issue, not a security issue and also it was SF's server that was the problem not CCC's. That sentence should be replaced with:*

*DC said that the complaint was that "at least one Cambrian email was sent by the BCA server to unauthorised recipients". The unauthorised recipient was the former Cambrian webmaster. Emails were sent because the subsequent webmaster had failed to take the former webmaster of the circulation list. The new webmaster (SF) realised because his email to the circulation list had*

been bounced. The reason his email was bounced was because of the very poor reputation of the server that SF sent his email from. The graphs below shown to the meeting. The first shows the reputation of the SF's server, it is only 48%, it has been as low as 20%. In comparison the BCA server has an excellent reputation of 97%.

I have attached the two graphs I showed to the meeting. Please add them to the Minutes

Note: These two graphs not shown here but will be added to the minutes.

#### Approval of minutes subject to these changes:

Against: 0

Abstentions: 2

In-favour: Clear majority

**Action: ME update April Council minutes with corrections and publish as final.**

#### 4. Matters arising from the minutes of the last Council Meeting

The action log from the April Council meeting was discussed: **(minutes/notes in bold red)**.

Individual	Action
LW	Set up CO <sub>2</sub> group and arrange preliminary meeting. <b>Not progressed; PR asked if we could pass this off to the BCRA? AR felt the CO<sub>2</sub> matter was important especially in mine exploration. LW asked if AR would be willing to take ownership; AR felt he didn't have the right technical knowledge. AE warned that if this is not done right it could result in closures of underground sites. AR agreed to action this and report back to Council.</b>
RW	Finalise January minutes: <b>Done and on website.</b>
RW	Update Constituent body & Club membership lists on website. <b>Done.</b>
TA	Report to Executive on options for future meeting venues. <b>Done by email. TA recommended taking up an offer to hold the October Council meeting at SpanSet and suggested that we ask a southern-based volunteer to find a venue further south and that we alternate between them. DC suggested the Red Lion at Alvechurch has a good internet connection and we have all the kit necessary for people to video-call into the meeting. It was agreed that October will be at SpanSet and an action item is for the Executive to discuss options for further meetings.</b>
SC chairs	Review and update Standing Committee website content. <b>Ongoing.</b>
Executive	Suspend issuing of membership with no insurance as a member benefit and contact the clubs who currently have this class of membership to discuss a way forward for next year. <b>Option removed from website; AR suggested a letter to affected clubs; WW conformed that this has already been done and sent. Action can be closed.</b>

All	Personal accident etc insurance: Regional Councils, Constituent Bodies and Council Members discuss with clubs and individual members and provide feedback to Insurance Manager. <b>Paper prepared by HJ to assist. HJ said he will prepare two budgets at the October Council meeting; one with and one without this member benefit.</b>
HJ	Progress Expedition Insurance. <b>Scheme to launch on 01/06/2019. JA asked if we should start promoting this; HJ confirmed yes.</b>
RW	Submit proposed E&T/C&A/TC/P&I Terms of Reference to AGM. <b>Done and approved at AGM. Action ME to update Manual of Operations</b>
RW	Add approved QMC Terms of Reference & Role to Manual of Operations website page (QMC not a standing Committee therefore does not need approval at AGM). <b>Ongoing.</b>
RW	Submit proposed policies to AGM. <b>Done and all six policies approved:</b>  <b>Equality and Diversity (see appendix 1 of AGM agenda)</b> <b>Safeguarding policy and guidelines (see appendix 2 of AGM agenda)</b> <b>Handling of DBS information (see appendix 3 of AGM agenda)</b> <b>Recruitment of ex-offenders (see appendix 4 of AGM agenda)</b> <b>Bullying and Harassment (see appendix 5 of AGM agenda)</b> <b>Serious Incident Policy (see appendix 6 of AGM agenda)</b>  <b>Action ME to update documents from draft and add to website.</b>
CB/ME	Grievance procedure & Disciplinary policy to be reviewed. <b>Ongoing.</b>
DB	Inform Swansea and LUSS of decision to cancel kit loan debt. <b>Done.</b>
HJ	Invest £50000 in structured deposit account. <b>Ongoing.</b>
HJ	Discuss use of “surplus funds” with Finance Committee and report back. <b>Ongoing.</b>
HJ	Publish revised funding rules on website. <b>Done.</b>
GT/BM/NA/E&T	Re; proposed warning notice about pulley/jammer combo. Come to a consensus on this within ~1 week of meeting and provide feedback to Executive on course of action. <b>Done; warning notice on website and newsletter article written.</b>
N/A	Distribute newsletter to all members. <b>HJ suggests moving this to the next Council meeting as a consensus is not going to be reached now. LW said that as the next newsletter is due soon, we should discuss now. DC suggested a ‘soft opt-in’; if someone has a transaction with an organisation (i.e. they joined as a member) then we can send them an email as long as we provide an opt-out option. DC said he is happy that we are OK with this approach; no objections. To be actioned.</b>

LW	<p>Discuss suggestion for weekend 'vision' seminar with HA.  <b>DC wondered whether a weekend seminar for the vision group could work; HA felt that they have already had sufficient engagement and will be putting together a series of documents outlining ideas for comments amongst the wider membership. Action closed.</b></p>
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## 5. Appointment of non-elected positions

### Working group convenors:

IT: David Cooke

Cave Registry: David Cooke

Vision and Constitution: Hellie Adams

Radon: Gethin Thomas

CRoW: David Rose

Safeguarding: Chris Boardman

British Caving Library: Jenny Potts

QMC members: Chris Boardman and Phil Rowsell (AE suggested LW should attend too)

Web Services: David Cooke

### Council appointments:

Media Liaison: Andy Eavis

UIS Representative: Andy Eavis

Joint BCA representative to UIS: Phil Rowsell

FSE Representative: Ged Campion

FSE Vice-delegate: Previously Nick Williams; stepped down; DC confirmed there is a budget available for this (e.g. to cover travel); David Botcherby agreed to take this on.

### Standing Committee appointments:

Newsletter Editor (P&I): David Rose (JA confirmed DR is happy to continue)

Webmaster (P&I): Gary Douthwaite (JA confirmed happy to accept GD as webmaster)

**Note;** P&I is no longer a Standing Committee following AGM; JA serving as P&I Officer instead.

Rope Testing (E&T): Bob Mehew

No objections raised to any of the above appointments.

## 6. Approval of the use of BCA name and logo by P J Hayman and Howdens in connection with the marketing of the new expedition insurance scheme.

No objections raised. Approved.

IW asked whether we want a version of the new logo that says 'member club' (there is one of these for the old logo). GD will create one and include it in the new logo portfolio. **Action: GD; already done at time of writing up these minutes.**

## 7. Consideration of proposed terms of reference of the Vision Working Group

No objections to these as set out in agenda; accepted. These are already in Manual of Operations.

## 8. Bank mandate changes

Vote to remove RW from all bank accounts where he is a signatory and replace with ME:

Proposed: AR

Seconded: TA

Accepted unanimously

## 9. Subscriptions for associate member clubs

To be deferred to October Council meeting (**Action: ME to schedule for discussion**).

## 10. Dates and venues for BCA Council Meeting for 2019-2021

Already agreed; 12<sup>th</sup> October 2019, 11<sup>th</sup> January 2020, 4<sup>th</sup> April 2020, 13<sup>th</sup> June 2020

Suggested: 10<sup>th</sup> October 2020, 16<sup>th</sup> January 2021, 3<sup>rd</sup> April 2021

ME cited some advice from the former Secretary, Robin Weare, that having a Council meeting in April is very close to the AGM and raises workload challenges for the Secretary. To be discussed at October Council meeting. (**Action; ME schedule for discussion**).

It was noted that the 13<sup>th</sup> June 2020 should be 14<sup>th</sup> June 2020 (Sunday; to follow after AGM).

## 11. Any other business

Regarding the ballot that is now needed following the AGM; DC suggested a subcommittee is set up to arrange this and recommended that the executive take the lead with help from technical people (GD/DC). TA suggested we pay for this to be administered by an outside company to save work. AE disagreed that the workload of a ballot was excessive and would not be eased by getting a commercial company on board.

AR raised concern that he has been given a job to do from this meeting (CO<sub>2</sub>) but is not on BCA Council personally (he represents CCC). Is this OK? Confirmed yes; AR to report to BCA Council.

Meeting closed 15:30pm.

**Actions from this meeting:**

Some actions from this meeting are duplicated in actions arising from the AGM so have been presented only as AGM actions in the two lists below.

<b>Responsibility</b>	<b>Action</b>
ME	Make corrections to April minutes and publish as final.
AR	Set up CO <sub>2</sub> group and arrange preliminary meeting.
Executive	Discuss and agree venues for future meetings (October will be at SpanSet, but no venue agreed for any meetings thereafter).
RN/NA/LB/MS	Review and update Standing Committee website content. New content can be updated by the SC chairs directly or emailed to Gary (webmaster).
JA	Promote new BCA expedition insurance.
CB/ME	Grievance procedure and disciplinary policy to be reviewed.
ME	Add approved QMC Terms of Reference and role to Manual of Operations.
HJ	Invest £50000 in structured deposit account.
HJ	Discuss use of "surplus funds" with Finance Committee & report back.
ME	Table discussion about email distribution of newsletter for October meeting.
ME	Table discussion on Associate Membership rates for October meeting.
ME	Table discussion on dates of future meetings for October meeting; possibility of moving April dates to March on recommendation of former Secretary?

**Actions from AGM relevant to next Council meeting:**

<b>Responsibility</b>	<b>Action</b>
ME	Update 2018 AGM minutes with corrections and publish as final.
HJ	Report on progress of instructor insurance to October Council meeting.
ME/HJ	ME to table personal accident insurance for discussion at October Council meeting and HJ to present budget with and without this.
ME	Table liability insurance value (i.e. raising to £10m, just for Minera or for entire policy) for discussion at the October Council Meeting.
ME	Table a review of Manual of Operations with respect to procedures for applying for positions and submitting proposals for the October meeting.
ME/GD	Update BCA website with policies accepted at this meeting.
ME/GD	Update BCA website with new BCA Council members.
ME/GD	Update Manual of Operations with new Standing Committee terms of reference accepted at this meeting.
JA	Progress New to Caving leaflet to production and distribution.
GD	Finalise new logo and compile 'press pack' for new logo and distribute as quickly as possible and update on website.
ME/GD	Update Manual of Operations accordingly for removal of Publications and Information Standing Committee.
Exec/DC/WW/GD	Progress constitutional changes proposed by ME (regarding two house voting) to a ballot of all members.