



# British Caving Association

Minutes of Publications & Information Group Meeting, 10.30am, 18th. November 2006  
Held at Orpheus C.C. Cottage, Derbyshire

**Present:** Les Williams [LW]      BCA Publications & Information Officer. Convenor & Chairman  
Jenny Potts [JP]                Acting Secretary BCA, BCA Publications Sales Officer, Recorder for meeting  
Mick Day [MD]                    BCA Chairman  
Steve Whitlock [SW]              BCRA Chairman  
Damian Weare [DW]                BCA Editor: Handbook 2007-08  
Dave Gibson [DG]                  BCRA Newsletter Editor & Editorial Officer for "Speleology"  
Glenn Jones [GJ]                  BCA Membership Administrator (Present for items 1 & 2)  
Dave Judson [DJ]                  BCRA Editor BCRA Cave Studies Series & BCA Handbooks to 2006/7 (Present for items 3 & 4)

## 1. INTRODUCTION & APOLOGIES:

- 1.1 Members present introduced themselves and indicated their roles.
- 1.2 Apologies from Jim Cochrane [JC], Editor of BCA Newsletter, who was working on Issue no. 7 with deadline 24 November.

## 2. BCA / BCRA PERIODICALS:

**2.1 BCA Handbook:** Discussion of editorial policy and practicalities of printing and distributing the 2007/8 issue.

- 2.1.a.i **Content:** *Agreed* that BCA Special Committees, Regional Councils and specialist national bodies such as CDG, BCRC, etc. should each be responsible for writing their own section. Input also required from BCA Membership Administrator. DW would correlate and edit these inputs.
    - ii *Agreed* that BCA Handbook should aim to be a general reference book for clubs, individual cavers and other interested persons or bodies.
    - iii Useful information suggested for inclusion: contact addresses for BCA and member bodies; BCA membership application details; list of BCA member clubs plus website addresses; accommodation in caving regions; addresses, etc. of bodies likely to be useful; details of BCA and BCRA publications available; etc.
  - 2.1.b **Deadlines:** *Agreed* that deadline for issue to members should be April 2007.

This required deadline for general content to be with DW by end January 2007; deadline for addresses for BCA and regional contacts to DW would be end March 2007.
  - 2.1.c.i **Marketing:** *Agreed* that the Handbook should be marketed by caving shops as well as through BCA itself. If possible it should be produced by Roy Paulson, as in previous years, to allow maximum flexibility on print numbers with possible extra copies printed if there was a demand. It was not felt to be suitable for publication by PageFast as this would not give the necessary flexibility on print runs.
    - ii *Agreed* that a copy of the Handbook should be issued free of charge to all BCA Club, Direct Individual, Associate and specialist national body members.
    - iii *Agreed* that 10 copies should be issued to each BCA Officer and to each Regional Council to allow them to provide complimentary copies where appropriate.
    - iv *Agreed* that participating shops should be sent the first 10 copies free of charge for them to **retail at £3.00**; thereafter shops could obtain further copies at a reduced rate of £2.00.
    - v *Agreed* that GJ would collate members' issue numbers; JP would collate BCA Officer and Regional Council numbers; regional councils would be asked to collate numbers for sale via shops in their region. Deadline for total print run numbers to GJ by the end of March.
  - 2.1.d **Advertising:** *Agreed* that the same two firms who had supported the Handbook in the past be invited to advertise in 2007/08.
  - 2.1.e **Website / updates:** *Agreed* that the entire 2007/8 Handbook would be placed on the BCA website with information on how paper copies could be bought direct from BCA's Publications Sales. Handbook updates would be put online.
- ## 2.2 Authorisation of Print Runs:
- Discussion and agreement on how authorisation of print runs via PageFast would operate.
- 2.2.a *Agreed* that DG be accepted as the sole authorised link with PageFast for the printing of **BCA Newsletter** and **Speleology**.
  - 2.2.b.i *Agreed* that the BCA and the BCRA Chairman would contact PageFast and confirm that authorisation for a "BCA job" to start would be accepted from DG only.
    - ii *Agreed* that GJ and JC would both feed information on numbers for print run and status of **BCA Newsletter** to DG for him to contact PageFast to authorise a print run when both master copy and address lists are ready. Note both must be with PageFast before they will act.
    - iii *Agreed* that DG and GJ would liaise to sort print numbers of both BCA Newsletter and Speleology required to deal with exchange copies, complimentary copies, Training Admin. copies and subscriber copies as well as copies issued to members. Noted that PageFast print to nearest round number 100 copies above requirements.
    - iv *Agreed* that both BCA and BCRA would advise DG of constitutional deadlines required for issue of materials.
    - v *Agreed* that there should be no "doubling up" of issues of different publications in an attempt to save on postage. Each publication via PageFast would be treated independently.
    - vi *Agreed* that **inserts** must work on the same deadline as publication if PageFast is doing the printing. If the inserts are printed elsewhere, a full set, ready to go into every copy of the publication, must reach PageFast by the printing deadline. If PageFast itself is to print the inserts, the Master must reach PageFast by the printing deadline. In either case, DG must be advised beforehand so he can liaise with PageFast.

**2.3 BCA Annual Report:** Arrangements for printing BCA Officers' Reports for AGM and the BCA Annual Report.

2.3.a *Agreed* BCA Officers' Annual Reports to the AGM should be placed on the BCA website and printed copies be issued to BCA Council members with sufficient extra for the AGM printed. JP would organise printing and issue, therefore BCA Officers' Annual Reports must reach her by the January Council Meeting prior to the AGM.

2.3.b *Agreed* the BCA Annual Report would be issued to all members a.s.a.p. after the AGM in the form of a booklet containing the Officers' Annual Reports plus the Minutes of the AGM. The BCA Annual Report would be printed and issued by PageFast so JP would liaise with GJ and with DG to achieve this.

**2.4 BCA Editorial Control:** Control of material appearing in BCA's name on the web or in print.

2.4.a *Agreed* that the BCA Executive should have control of any material appearing in print or on the web which appears in BCA's name or sets out a BCA policy, etc. Thus BCA Executive, i.e. Chairman, Secretary and Treasurer, must see the final draft of any material to approve the wording - accepting that this must be done as quickly as possible if important information is not to be delayed.

2.4.b *Agreed* that, following Executive approval, the material must go to LW, as Publications & Information Officer for final approval before it is printed (whether in a BCA publication or an independent publication) or appears on the web (whether on BCA's own website or on an independent website).

2.4.c *Agreed* that, if a BCA Editor (of Newsletter or Speleology) is sent material on behalf of BCA, he must ensure that it has been cleared by BCA Executive and by the Publications & Information Officer.

2.4.d *Agreed* that the Exec. should contact LW to confirm material is approved. LW would then confirm to DG that printing can go ahead.

2.4.e *Concern* expressed that control of material appearing on a website might prove difficult - we would have to see if problems arose.

**2.5 Liaison with Printer:** Liaison with PageFast over printing of BCA publications.

*Agreed* that problems encountered recently were due to muddled communications and the agreements arrived at under 2.2 above should obviate this. DG would be in a position to monitor the situation this year and report any problems.

**2.6 BCA Newsletter:** Editorial policy, frequency of issue and deadlines required.

2.6.a *Agreed* that there should be 4 issues per year. To achieve this would require a co-editor or communication links to ensure extra content to allow the Editor enough material.

2.6.b *Agreed* that the Newsletter should appear on a regular, quarterly basis and should contain a summary of BCA Council business. This would require that BCA Officers send information to the Editor and that the Editor should also extract information from the printed reports Officers submitted to Council.

2.6.c *Agreed* that the publication schedule should be as follows:

Issued to Members	Masters & addresses to PageFast	Deadline Material to Editor	Material to be included
Early December	Mid - November	Beginning November	pre-AGM information
Early March	Mid - February	Beginning February	some AGM information
Early June	Mid - May	Beginning May	post AGM information
Early September	Mid - August	Beginning August	Hidden Earth info.

Noted that this allows 3 weeks to a month for PageFast to print and distribute - DG's advice was that this was sufficient if masters and address lists were co-ordinated. Allows 1 to 2 weeks for Editor to finalise layout and produce masters from material accumulated during previous quarter.

2.6.d *Agreed* that each issue of the BCA Newsletter would continue to be placed on the BCA website once it had been circulated in printed form.

**2.7 Speleology:** Editorial policy and frequency, liaison between BCRA and BCA.

2.7.a *Agreed* that it is not possible to have a "joint publication" run by both BCRA and BCA, although BCA will be funding both production and Editorial expenses after the next issue, No.8. There should be no change in the current method of operation for the time being and no change in frequency of issues, i.e. 3 per year.

2.7.b *Agreed* that Speleology would benefit from more "British-oriented" content and perhaps less emphasis on expedition reports, although it was accepted that expedition reports would continue to be an important part of its content.

2.7.c *Agreed* that Speleology would benefit from more information on BCA Committees' work, requiring input from BCA Officers or Committee "spokesmen".

2 pm. Break for Lunch. GJ left. DJ joined the Meeting.

**3. BCA / BCRA PUBLICATIONS POLICY:**

**3.1 BCA Publishing policy:** Discussion of types of publication and availability on web or in print.

3.1.a *Agreed* that BCA's publishing is as "a service to cavers" and that its publications should appear on the web for downloading free of charge and also be available in print for a small charge to cover printing costs. This would require that small numbers can be printed on demand, so probably not using PageFast - Roy Paulson was able to offer a suitable service or www.lulu.com was suggested as a source. The website must include information on where printed copies could be obtained and at what price.

3.1.b *Agreed* that BCA must continue to hold copies of printed publications for reference, including those now out of print or superseded.

3.1.c *Agreed* that all NCA publications still available should be reviewed with a view to republishing via BCA.

3.1.d *Agreed* that the joint BCA/BCRA publication, "Britain Underground - Legal & Insurance Issues, 2nd. Edn.", now required some updating. Several hundred printed copies were still in stock and it was suggested that a full reprint of an updated 3rd. Edition was not yet necessary. The updates would be put on the BCA website and a note should also go in the BCA Newsletter to advise that the updates were available.

**3.2 BCA / BCRA Publication and Sales policy:** Discussion of mechanism of publication sales.

3.2.a *Agreed* that for the time being, because of considerations of storage of publications, finances, etc. it would be best if the two people presently involved with sales, (JP for BCA publications and E. Shield for BCRA publications) kept their present roles.

- 3.2.b *Agreed* that JP would continue to deal with BCA publications; E. Shield would continue to deal with BCRA publications; payment would continue to be made to either BCA or BCRA as appropriate. (JP and E. Shield already liaised over publications requests.) This achieved the desired “one stop shop” since information on publications could be obtained from one source: BCA Handbook or BCA and BCRA websites, which were now linked.
- 3.2.c *Noted* that lists of BCA and ex-NCA publications available from JP and of the BCRA “Cave Studies Series” publications available from both JP and E. Shield were in the BCA Handbook, the BCA Newsletter and on the BCA website or the linked BCRA website. There appeared to be no list of other BCRA, ex. BSA, or ex. CRG publications available from E. Shield.
- 3.2.d *Noted* that BCA’s Training Administrator sold certain BCA publications to cavers registering for LCMLA or CIC courses and liaised with JP over stocks. There was no foreseeable problem in maintaining this liaison when a new Training Administrator was appointed.
- 3.2.e.i *Agreed* that out of date BCA or ex-NCA stock could be disposed of once it had been superseded but that a minimum of 10 copies should be kept by LW as a backup for reference.
- ii *Agreed* that the existing NCA “**University Guidelines**” etc. should be the responsibility of CHECC and the Training Committee to update and re-publish as necessary.
- iii *Agreed* that the NCA video, “**Lost Caves of Britain**” (which had been re-mastered from an existing film) should, if possible, be converted to DVD format. JP had already withdrawn the only two existing copies of the video from sale and would give one of these to LW for him to work with.

#### **4. BCRA / BCA PUBLICATIONS:**

##### **4.1 General Policy:** Discussion of types of publications produced.

- 4.1.a.i **BCRA Publications:** *Agreed* that BCRA should continue to concentrate on scientific and educational publications, e.g. Caves & Karst Science, the Cave Studies Series, other specialist books, etc.
- ii *Agreed* that BCRA should be producing new versions of major books on caving.
- 4.1.b **BCA Publications:** *Agreed* that BCA’s wide range of publications should be seen as “providing a service to cavers”, disseminating information of use to cavers in general by all possible routes, both web and printed paper. Where appropriate these would be issued directly to members as a benefit of membership, e.g. BCA Annual Handbook, BCA Newsletter, etc.

There being no further business the meeting closed at 4.30pm.

*Jenny Potts, Acting Hon. Sec. BCA  
Recorder*