BDAC Executive Meeting Minutes

Saturday 12th October 2024 2pm

Bordesley Green Allotments

In attendance - David Read (DR), Keith Yardley (KY), Hester Blewitt (HB), Len Tubbs (LT), Yvonne Brookes (YB), Dave Reece (DRE), Kerry McGahey (KM), Kate Martin-Smith (KMS), Stuart Guest (SG), Tony Webb (TW) & Cheryl Butler (CB)

Apologies – Clive Fenn (CF)

1. **Minutes of Executive** - June and August's minutes are now agreed.
   September minutes and amendments were discussed and approved. YB will update and send them out to Exec. CF to add them to the website

2. **Executive membership** – There have been four resignations from the exec. Ross White resigned this week. There are now three vacancies on the BDAC Executive Committee. These positions are to be advertised on the website, as an agenda point at the half-yearly and sent out to association secretaries.

3. **Code of Conduct.** There was a discussion as to if members were willing to sign this document. Some were happy to sign it as it is, some felt it isn't necessary as this should/could be covered in the constitution, and others requested amendments before they would be willing to sign. Anyone wishing to make amendments needs to do this and forward the document for consideration before the next Executive meeting.

4. **Working Groups**
   a. **Management of Sites and Associations (MOSA)**

   The Plot Management manual is being amended, Health and Safety documents, & Introduction to Constitutions documents are to go out for approval at the next Exec meeting. The BDAC Complaints document has been sent. This was written by Exec members but has been distributed for comments and then approval. All are to review these documents and make comments ready for their approval at the next Executive meeting.

   HB Has submitted a report on the Zoom meeting with BOSF (Birmingham Open Spaces Forum) and a list of potential Policies for MOSA to look at.

   b. **Finance**

   The Finance Group has worked on two policies. One for BDAC expenses and one for Associations. These will be sent out to be reviewed. Feedback is to be given before the next Exec.
   Banking – still in the process of sorting out opening an account with Lloyd's bank. YB is looking for suitable Auditors in readiness for the end-of-year accounts.

   c. **Communications.** Email communication from CF. Another logo idea for Exec consideration. Articles for the monthly round-up need to be submitted to CF by 18th of October. HB will be joining the communications group from MOSA to start organising outreach visits.

IT Set up done for DR, HB, YB, KMS & KM; thank you to Steve Willis.

d. **Governance**. The final submission has been sent to the NAS/FCA, and they have advised a 3-4 week wait, KY asked if any more members wanted to join this subcommittee as now only two members (KY & DR). KM and CB have joined.

e. **Infrastructure/Flo Pickering** - The list from 2019 has been reviewed, and the main works and two additional smaller works have been approved. The remaining money in the fund will be used to do as many of the remaining 2019 jobs as possible. A decision needs to be made as to when the next Application window will open. DR advised that they have looked at a list of criteria. This needs to be forwarded to the exec ahead of the next window.

f. **Shows and Events** – Nothing to report. Event committee to meet ahead of half-yearly meeting

5. **Future meetings** – The next Exec will be in January. Date TBA TW has requested an earlier start time of 1pm. The Half-yearly meeting 23rd November.
   Items agreed ready for agenda:
   - DR will be chairing.
   - KMS will minute the meeting
   - HB will report on the work MOSA has been doing
   - DR will report on Governance & Infrastructure
   - YB & CF will report how to register a complaint, the five-click system and the new phone number
   - KM will report on the RHS visit, Future events and BDAC outreach visits to sites
   - YB will give a Finance report and give an update on auditors
   - YB & KM Will do a recruitment presentation about joining the BDAC Executive
   - Association Members will be invited to come and share their positive experiences of the BDAC

   HB to ask Longmeadow to provide refreshments (budget £100).

6. **AOB**
   - KY has asked that more than one person have access to the website. CF to ensure logon information is shared with DR. Exec members can create content and if needed, be Steve Willis can be asked to upload in the absence of CF.
   - HB is to send invite the half-yearly to site secretaries by 23rd Oct
   - Chicken registration reminder to go out in Monthly round-up

Task	Appointed to	Deadline
Make approved updates to September minutes & send out to Executive	YB	18th October
Send e-mail to site secretaries re exec positions available and do a write up for Clive to send out in the round up	HB	18th October
Prepare recruitment talk for half yearly meeting	KM & YB	Half yearly meeting
Make amendments to Code of Conduct	Everyone who	Two weeks prior

	wants it amended	to next meeting
Documents to send out - 2 x Health & Safety documents Introduction to constitutions Amended Plot Management manual	KMS	18th October
BDAC & Association expenses policies to be shared	YB	18th October
Feedback on BDAC & Association expenses policies	All exec	Two weeks prior to next meeting
Find suitable Auditors for end of year accounts	YB	ASAP
Continue process of opening Lloyds bank account	YB	ASAP
Feedback on BDAC logo	All Exec	Two weeks prior to next meeting
Forward the list of criteria agreed by Infrastructure/Flo P subcommittee ahead of new application window	DR	ASAP
Event Committee to have meeting before half yearly	KM	Before half yearly meeting
Agree date for January meeting	All Exec	ASAP
Report on the work MOSA has been doing	HB	Half yearly meeting
Report on Governance & Infrastructure	DR	Half yearly meeting
Report how to register a complaint, the five-click system and the new phone number	YB & CF	Half yearly meeting
Report on the RHS visit, Future events & BDAC outreach visits to sites	KM	Half yearly meeting
Finance report and give an update on auditors	YB	Half yearly meeting
Recruitment presentation about joining the BDAC Executive	YB & KM	Half yearly meeting
Ask Longmeadow to provide refreshments (budget £100).	HB	Half yearly meeting
Monthly roundup article – invitation for Association members to come and share their positive experiences of the BDAC	KM & HM	18th October
Monthly roundup article – Ask Association members for feedback on what event they would like the BDAC to do	KM & HB	18th October