



Minutes of BCA AGM, Saturday 28th March 2009, Baptist Church Hall, Alvechurch

Present:

Mick Day (MD)	Chairman
Damian Weare (DW)	Secretary / Handbook Editor / DIM
Dave Cooke (DC)	Treasurer / Cave Registry Secretary / DIM
Bob Mehew (BM)	Equipment Officer / Rope Test Officer / DIM
Elsie Little (EL)	Conservation & Access Officer / DIM
David Judson (DJu)	Legal & Insurance Officer
Les Williams (LW)	Publs & Info Officer / Wessex Caving Club Rep
Glenn Jones (GJ)	Membership Administrator / CNCC Rep
Jenny Potts (JP)	DCA Rep / DIM
David Jean (DJe)	Devon & Cornwall Underground Council Rep
Stephan Natynczuk (SN)	Association of Caving Instructors Rep
Chris Jewell (CJ)	Youth & Development Officer / CHECC Rep
Emma Porter (EP)	Individual Member Rep / BCRC Rep / DIM (Recorder)
Boyd Potts (BP)	Club Rep, Orpheus Caving Club
Bernie Woodley (BW)	Club Rep, SWCC / DIM
Charles Milton (CM)	Individual Member Rep / DIM
Andy Eavis (AE)	UIS Rep
Clark Friend (CF)	Radon Working Party Chairman
Mike Clayton (MC)	Newsletter Editor / CIM
Nick Williams (NW)	Insurance Manager
Idris Williams (IW)	Club Rep, Shropshire Scouts Caving Team / ASCT
Dav Pettet (DP)	ASCT / ECSCT
Joe Duxbury (JD)	Gloucester Speleological Society Rep

The meeting commenced at 10:45 am.

1. Chairman's Welcome – Introductions and procedures

MD welcomed members to this AGM and explained the procedure for voting should it be required.

2. Apologies for Absence

Apologies were received from: Graham Mollard (Training Officer), Ged Campion (FSE Rep), Steve Holding (NAMHO Rep), Alan Finch (WPCST Rep), Mike McCombe (CCC Secretary/Rep), Dick Willis, WH Smith, Nick Powe and Arthur Champion.

3. Applications for Membership

3.1 Group Members: York Caving Club, Underground Overground Group and Cornwall Mine Explorers had all submitted correct paperwork, payments and their constitutions. All accepted.

3.2 Constituent Bodies:

3.2.1 Association of Scout Caving Teams: Constitution has been provided. Accepted.

3.2.2 Combined Services Caving Association: CM explained that CSCA falls between a club and a constituent body and it is important to have representation at Council level. CSCA is required to communicate to MOD, has regional reps but meets as a club. The differences as a club and constituent body and what BCA would expect were discussed. It was suggested that officers consider issuing invitations to committee meetings to ascertain if sufficient for CSCA's purposes. CM was in agreement to work in this way. All in agreement that CSCA would continue as a club.

4. Minutes of the 2008 AGM (*Previously circulated and on website*)

4.1 **Proposal that they be taken as read:** Under Present, LW should be recorded as a CIM, not a DIM. The numbering under para 21 was corrected to read 21.1 Treasurer, rather than 21.2. Under 21.2, Equipment Officer, the names were exchanged as BM was elected as Equipment Officer and AP had nominated him.

That they be taken as read: Agreed unanimously.

4.2 **Proposal that they be confirmed as a true record: Agreed unanimously.**

5. Matters arising from the Minutes of the 2008 AGM

5.1 CJ asked for an update on BingoLotto. MD reported that it is not running as anticipated yet, although we have received 1/120th of the profit. Monies received will be related to input by clubs.

Officers' Annual Reports

6. Chairman's Report (*Written report tabled*)

6.1 NW thanked MD for all his hard work over the years as Chairman.

That the Chairman's report be accepted.

Agreed unanimously.

7. Secretary's Report (*Written report tabled*)

7.1 MD thanked DW for taking over the role of Secretary so efficiently.

That the Secretary's report be accepted.

Prop: BM, Sec: CF. **Agreed unanimously.**

8. Treasurer's Report (*Written report tabled*)

8.1 **Adoption of Treasurer's Report:** NW queried whether adoption of the Treasurer's Report, equals adoption of the accounts. BM advised that the 2008 accounts have not been audited yet, so the meeting cannot adopt the accounts. The adoption of the accounts must be a requirement on Council, once audited.

8.2 **Audited accounts:** NW advised that he expected to see audited accounts, as per the requirements of the constitution. BM added that the accounts need to be "certified by a qualified accountant before presentation to the Annual General Meeting" (10.7 of the constitution). A discussion followed as to how to avoid this in future, particularly given the short timescale of 10 weeks between the end of the accounting period and the presentation of audited accounts to the AGM. NW pointed out that we need to ensure that constitutional requirements are fulfilled. Various suggestions from having an EGM, providing an undertaking to meet the deadline to changing the constitution were made. JP explained that there were two problems with the constitution, it sets the financial year as ending 31/12 and sets the date of the AGM. There are difficulties changing both of these, unless an EGM or SGM is held. Need to ensure that this is followed up the following year. Proposal: **That this meeting tasks Council with reviewing the accounting problems and making recommendations for the next AGM.** Prop: LW, Sec: CJ. **Agreed unanimously.** LW queried whether the constitution was actually specific as to which year's accounts needs to be presented. BM advised that it means the accounts presented to the AGM following that year.

8.3 **2007 accounts:** NW emphasised the need to ensure that accounts are approved. DC advised that the 2007 audited accounts were presented to the October 2008 Council meeting. Proposal: **That the AGM accepts the 2007 accounts.** Prop: LW, Sec: DW. **Agreed unanimously.** NW pointed out that the 2007 accounts will need to be appended to the Minutes of the meeting.

8.4 **2008 accounts:** NW noted that the £100 fine for late delivery of Corporation Tax was not shown on the 2008 accounts. DC advised that it is under "Association", then "Financial".

8.5 **Duplicate subscriptions:** NW no longer expects to see the "Duplicated Subscriptions" in the 2009 accounts but need to go through the procedure. MD pointed out that an assurance was made based on the fact that we could identify the duplicate subscriptions. Some work has been undertaken on this by searching on membership lists but data does not uniquely identify individuals. There has been a considerable time lapse and it will cost to resolve. Proposal: **The AGM considers that there are no outstanding duplicate refunds to be made. The AGM considers that item 2a of the 2007 accounts is now resolved.** Prop: BM, Sec: DC. **Agreed unanimously.** NW noted that if any issues are raised in relation to duplicate subscriptions, these can be resolved.

8.6 Income Bonds: The option to set up a trust was discussed and NW pointed out that we already have a trust, BCRA. **Action:** DC to investigate options further and report back at the next Council meeting.

8.7 BCA document, "BCA Funding of Regional Councils": This document had been produced by the Finance Committee comprising of the Regional Council Treasurers. BM advised that if this document was to be adopted it needs to be with the minutes. DC advised that it is guidance, not a policy and amended the word "adopt" in his report to read "...I hope that this meeting can **note** this".

8.8 The British Caving Library: The following issues were discussed (a)whether the caving community was aware of the Library (b)whether there had been adequate consultation right from the outset (c)the need to consider BCA's future expenditure and clarify fully BCRA's future cost proposals for the Library (d)BM pointed out that we would need to ensure that BCA had an option to cease funding should circumstances mean that BCA could no longer afford to contribute (e) The proposal was not laid before the meeting in line with the requirements of the constitution. Therefore it is not possible for the AGM to agree to it. As such the matter will have to be deferred to the Council meeting. Proposal: ***The AGM supports the general principal of support to BCRA and wishes to refer this matter to Council for detail.*** Prop: NW, Sec: CJ. In favour: 20, abstentions: 0, against: 1. The Chairman declared that the motion was carried.

8.9 BCA subscriptions: BM made the following proposal to reduce the reserves/surplus: The Treasurer be instructed to reduce the subscriptions to BCA by 20% in 2010. GJ suggested that it would be better to keep the current level for the next 4 or 5 years. The Chairman asked if anyone was prepared to second the motion but there was no seconder.

That the Treasurer's report be accepted.

Prop: LW, Sec: JP. In favour: 20, abstentions: 0, against: 1.

9. Conservation & Access Officer's Report (*Written report tabled*)

EL gave a verbal report, published after the meeting in the Officers' Reports and available online.

That the C & A Officer's report be accepted.

Prop: CM, Sec: DC. ***Agreed unanimously.***

10. Equipment Officer's Report inc Rope Test Officer's Report (*Written report tabled*)

10.1 CM queried the timescales for BM to receive the "large batch" of Peco anchors. BM advised that they are currently in production.

That the Equipment Officer's and Rope Test Officer's reports be accepted.

Prop: BP, Sec: LW. ***Agreed unanimously.***

11. Training Officer's Report (*Written report tabled*)

11.1 Training Officer's Report: DW reported that he had slightly amended the on-line version of this report after receiving feedback from Chris Howes who was concerned that it appeared that Descent was at fault for the error in the published article, rather than the author of the report.

11.2 Child Protection document: DW raised the issue that he thought the amended Child Protection document should have been circulated, as it is a policy document. It was noted by BM that there will need to be further amendments to both the policy and guidelines, as there will be a new Act in October 2009. It was pointed out that the copy circulated with the reports had para 2.05 highlighted. DW confirmed that this has been amended. DW felt that the document needs to be accepted, so it can be published. Proposal: ***That the amended Child Protection policy document be accepted.*** Prop: DW, Sec: LW. ***Agreed unanimously.***

That the Training Officer's reports be accepted.

Prop: JP, Sec: CM. ***Agreed unanimously.***

12. Publications & Information Officer's Report incl. Webmaster's Report

LW gave a verbal report.

12.1 Web services: The move to a virtual service was successful and e-mails are running on the new system. LW thanked DC for his help with this.

12.2 Newsletter: The next newsletter will be published shortly. LW pointed out that Special Committees should be communicating relevant information to the Newsletter Editor. LW thanked MC for this work.

12.3 Speleology: LW feels that he is not in the loop, as not involved in the management of the editor. NW advised that BCA needs to be more proactive with Speleology and if anyone wants to get involved to let him know.

12.4 Publications: During the year, nothing has been published but the Radon booklet will be published in the next few months, printed as well as electronic.

12.5 Newsletter Editor's Report (*Written report tabled*)

12.5.1 MC reiterated the need for articles for the newsletter.

12.5.2 Ed Waters has agreed to stand-in and undertake the role of Newsletter Editor whilst MC is abroad.

12.6 Handbook Editor's Report (2008/09) (*Written report tabled*)

12.6.1 DW reported that the 2009-10 version of the Handbook is almost ready for proof-reading, once a few small additions and amends are completed.

That the Publications & Information Officer's, Newsletter Editor's and Handbook Editor's reports be accepted.

Prop: JP, Sec: BP. ***Agreed unanimously.***

13. Legal & Insurance Officer's Report (*Written report tabled*)

13.1 CRoW Act: DW asked if DJ had spoken to GM as he has been in discussions with BMC about CRoW Act. DJ requested to be kept in the loop.

That the Legal & Insurance Officer's report be accepted.

Prop: LW, Sec: CF. ***Agreed unanimously.***

14. Youth & Development Officer (*Written report tabled*)

14.1 Artificial cave: BM suggested run a competition with a prize for the best design. CJ noted that would need to take cost, transporting practicalities and storage into consideration, large enough for both adults and children. It was felt that this was a good way of getting others involved and that this idea should be pursued and funding investigated.

14.2 BCA at shows: CJ advised that need to look at how BCA interacts with media, maybe having one person responsible such as a Press Officer. MD pointed out that this needs investigating, as he gets queries from time to time and suggested having an "enquiries@" or "pressoffice@" email address. **Action:** agreed that Council would look into this further.

That the Youth Development Officer's report be accepted.

Prop: DW, Sec: LW. ***Agreed unanimously.***

Other Annual Reports

15. Membership Administrator's Report (*Written report and update tabled*)

That the Membership Administrator's report be accepted.

Prop: BM, Sec: CF. ***Agreed unanimously.***

16. Insurance Manager's Report

16.1 NW provided a verbal report.

16.1 PL policy: Following discussions at the October 2008 Council Meeting, the PL policy has been renewed for a three-year term with Anderson Ashcroft / Zurich. After inquiry with the Regional Councils and other interested parties, it was decided to leave the limit of indemnity at £2m, although the three-year contract does not preclude an increase in this limit if we want it.

16.2 PL cost: As a result of the contract, and all other things being equal, NW reported that he does not expect an increase in the PL premium.

16.3 Membership Services: Delivery of Membership Services continues to improve in efficiency, in no small measure due to the diligence and hard work of Glenn Jones. The significant contribution of David Gibson must also be recognised, particularly as regards the online renewal facility. The regularisation of financial records and procedures, with a view to helping to streamline the preparation of the annual accounts needs to be considered.

That the Insurance Manager's report be accepted.

Prop: JD, Sec: GJ. ***Agreed unanimously.***

17. Radon Working Party Convenor's Report (*Written report tabled*)

17.1 CF reported that he received no enquiries this year, although has received them in previous years.

That the Convenor's report be accepted.

Prop: BM, Sec: BP. ***Agreed unanimously.***

18. Cave Registry Coordinator's Report (*Written report tabled*)

18.1 EL thanked DC on behalf of Cambrian Caving Council for his help.

That the Cave Registry Coordinator's report be accepted.

Prop: DW, Sec: CM. ***Agreed unanimously.***

19. International Representative's Report including the FSE Representative's Report (*Written reports tabled*)

19.1 **European Congress:** AE raised the issue of the UK hosting a European congress in seven to eight years' time. LW advised that he thought the Hidden Earth Team would support such an event as the Team's skills and expertise would be required to make it happen.

19.2 **European meetings:** AE advised that he has not attended all meetings. The 2009 General Assembly Meeting will be held at Hidden Earth this year with a maximum of 20 representatives. The 2011 Eurospeleo Forum will be held at Hidden Earth and GC has advised that one room will be required.

19.3 **Conservation:** AE reported that FSE should be working closely with national cave conservation officers. AE felt that he had been misquoted in relation to the FSE conservation work that has been ongoing and that this work should be encouraged.

That the International Representative's report including the FSE Representative's Report be accepted.

Prop: BP, Sec: BM. ***Agreed unanimously.***

20. Reports from BCRA, Regional Councils etc

20.1 **CSCC:** Another quiet year was reported.

20.2 **DCA:** JP advised that she had circulated copies of the Annual Report.

21. Election of Officers and National Council Members:

21.1 **Chairman** (Nomination: **Andy Eavis** *proposed* by Nick Williams) *Elected unopposed*

21.2 **Training Officer** (No nominations received by due date)

Training Officer: **Graham Mollard** *Re-elected unopposed.*

21.3 2 Club Representatives

21.3.1 (Nomination: **Bernie Woodley** *proposed* by SWCC) *Re-elected unopposed.*

21.3.2 **Charles Milton** representing CSCA *proposed* by LW *Elected unopposed.*

21.4 2 DIM/CIM representatives

21.4.1 (Nomination: **Mick Day** *proposed* by Dave Cooke) *Elected unopposed.*

21.4.2 **Emma Porter** explained that she would be abroad from September onwards for a number of months and would step down if someone wanted to take on this role whilst away. *Re-elected unopposed.*

21.5 **2 DIM/CIM Representatives – 1 year term** (No nominations received by due date)

Left vacant.

22. Proposals

None received by the due date.

Other Matters

23. Appointment of Auditor

23.1 Proposal: *To remit this task to Council.* Prop: BM, Sec: NW. ***Agreed unanimously.***

24. Date of Annual General Meeting for 2010

24.1 The date of Saturday 27 March 2010 was proposed for the 2010 AGM. BM advised that GM has a business meeting every last Saturday in March. It was agreed that the 2010 AGM will take place on Saturday, 20 March 2010, *subject to availability of the hall.*

25. Any Other Business Notified in Advance to the Chairman

25.1 None was forthcoming.

Recorder: ***Emma Porter***

The meeting closed at 3:03pm.