



Council Meeting 12th October 2019 Agenda

Spanset, Telford Way, Middlewich, CW10 0HX
Saturday 12th October 2019, 10:30am

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- (1) Apologies for absence.
- (2) Declaration of items to be covered under Any Other Business.
- (3) Acceptance of minutes from the June Council Meeting (available on BCA website).
- (4) Any matters arising from or updates on action items from the June Council Meeting and also the Annual General Meeting.

Action items from June Council meeting (with update in red where status known):

Responsibility	Action	Line
ME	Make corrections to April minutes and publish as final. Done.	1
AR	Set up CO ₂ group and arrange preliminary meeting. Update required.	2
Executive	<p>Discuss and agree venues for future meetings (October will be at SpanSet, but no venue agreed for any meetings thereafter).</p> <p>Suggested venues for Council consideration:</p> <p>Council meeting, Saturday 11th January 2020: Chaddesley Corbett Village Hall (DY10 4QA) – Already Booked</p> <p>Council meeting, Saturday 4th April 2020: Spanset, CW10 0HX (subject to agreement) – Not booked</p> <p>AGM and Council meeting, Sunday 14th June 2020: Hulland Ward & District Millennium Hall, DE63EG – Not booked.</p> <p>Council meeting, Saturday 10th October 2020: Chaddesley Corbett Village Hall (DY10 4QA) – Not booked</p> <p>Council meeting, Saturday 16th January 2021: Spanset, CW10 0HX (subject to agreement) – Not booked</p>	3
RN/NA/LB/MS	<p>Review and update Standing Committee website content. New content can be updated by the SC chairs directly or emailed to Gary (webmaster).</p> <p>Gary has been asking Standing Committee chairs and updating content for the beta-version new website.</p>	4
JA	<p>Promote new BCA expedition insurance.</p> <p>Done; Descent, newsletter, social media, website and Hidden Earth.</p>	5
CB/ME	<p>Grievance procedure and disciplinary policy to be reviewed.</p> <p>Update required.</p>	6
ME	<p>Add approved QMC Terms of Reference and role to Manual of Operations.</p> <p>Done (by Robin Weare).</p>	7
HJ	<p>Invest £50000 in structured deposit account. Update required.</p>	8
HJ	<p>Discuss use of “surplus funds” with Finance Committee & report back.</p> <p>See proposal from Howard in this agenda.</p>	9

ME	Table discussion about email distribution of newsletter for October meeting. No specific proposal so suggest this is discussed here.	10
ME	Table discussion on Associate Membership rates for October meeting. Tabled.	11
ME	Table discussion on dates of future meetings for October meeting; possibility of moving April dates to March on recommendation of former Secretary? Tabled; see proposal from Matt in this agenda.	12

Actions from AGM relevant to next Council meeting:

Responsibility	Action	Line
ME	Update 2018 AGM minutes with corrections and publish as final. Done.	13
HJ	Report on progress of instructor insurance to October Council meeting. Update required for meeting.	14
ME/HJ	ME to table personal accident insurance for discussion at October Council meeting and HJ to present budget with and without this. Proposal for personal accident included in this agenda; budget with this included to be presented with reports.	15
ME	Table liability insurance value (i.e. raising to £10m, just for Minera or for entire policy) for discussion at the October Council Meeting. To be discussed here if needed; at the time of writing it is understood that this may not be needed, and no access is being refused due to not having £10m in value. It may be worth Council members pre-emptively considering this nonetheless, in case situations have changed.	16
ME	Table a review of Manual of Operations with respect to procedures for applying for positions and submitting proposals for the October meeting. Tabled; see agenda item later.	17
ME/GD	Update BCA website with policies accepted at this meeting. Done.	18
ME/GD	Update BCA website with new BCA Council members. Done.	19
ME/GD	Update Manual of Operations with new Standing Committee terms of reference accepted at this meeting. Done.	20
JA	Progress New to Caving leaflet to production and distribution. Leaflets produced and with JA for distribution.	21
GD	Finalise new logo and compile 'press pack' for new logo and distribute as quickly as possible and update on website. Done.	22
ME/GD	Update Manual of Operations accordingly for removal of Publications and Information Standing Committee. Forms part of more significant rewrite of various sections of the MoO proposed at this meeting.	23
Exec/DC/WW/ GD	Progress constitutional changes proposed by ME (regarding two house voting) to a ballot of all members. Ongoing; verbal update for meeting.	24

(5) Reports (will be made available at least one week before meeting)

Executive reports:

- 5.1 Chair (Les Williams)
- 5.2 Secretary (Matt Ewles)
- 5.3 Treasurer (Howard Jones)

Insurance and Membership:

- 5.4 Membership Administrator (Wendy Williams)
- 5.5 Insurance Manager (Howard Jones)

Conservation and Access:

- 5.6 Conservation and Access Officer (Louise Baddeley)
- 5.7 CRoW Working Party (David Rose)

Publications and Information:

- 5.8 Publications and Information Officer (Jane Allen)
- 5.9 Newsletter Editor (David Rose)
- 5.10 British Caving Library (Jenny Potts)
- 5.11 Media Liaison (Andy Eavis)
- 5.12 Cave Registry (David Cooke)

Information Technology:

- 5.13 Webmaster (Gary Douthwaite)
- 5.14 Web Services (David Cooke)
- 5.15 IT Working Party (David Cooke)

Training and Qualifications:

- 5.16 Training Officer (Nigel Atkins)
- 5.17 Qualifications Management Committee (Juliet Parker-Smith)

Equipment and Techniques:

- 5.18 Equipment and Techniques Officer (Mark Sims)
- 5.19 Rope Testing (Bob Mehew)

Youth Development and Vision:

- 5.20 Youth and Development Officer (Rostam Namaghi)
- 5.21 Vision Working Party (Hellie Adams)

Safeguarding and Safety:

- 5.22 Safeguarding (Chris Boardman)
- 5.23 Radon Working Party (Gethin Thomas)
- 5.24 Carbon Dioxide Group (Allan Richardson)

Representatives to other bodies:

- 5.25 UIS Representative (Andy Eavis)
- 5.26 FSE Representative (Ged Campion)

(6) Membership Fees 2020 including proposals

A decision should be made on membership fees for 2020.

Current individual membership rates:

CIMs; £17 (active caver), £6 (non-caving), £8 (student), Under 18s free

Single DIM membership; £22 (active caver), £11 (non-caving), £11 (student), Under 18s free

Joint DIM membership; £39 (both active cavers), £28 (one caving, one not), £17 (both non-caving)

Current club membership rates:

Up to 10 members £25

11-20 members £35

21-30 members £50

31-40 members £60

41+ members £70

Access bodies or clubs with huts: £60

Associate membership: £55

6.1 Proposal by Matt Ewles: Abolish Couples DIM membership.

The discounted rate for joint DIMs is stated on our website as being due to only one set of publications being sent out. However, the BCA no longer posts any publications. Therefore, joint membership does not reflect any real-life cost saving to the BCA. We currently have 126 DIM members with joint membership; this would increase our revenue by £315/year.

6.2 Proposal by Matt Ewles: Bring DIM membership rates down to match CIM rates.

The elevated price for DIMs was originally intended to reflect receipt of publications which is no longer the case. DIMs get nothing extra for their money so they should not be charged more. Based on the BCA having 775 DIM members, the annual cost is estimated to be £3875.

6.3 Proposal by Howard Jones to change membership cost for Non-UK resident BCA members:

It is proposed that non-UK residents pay a non-caver membership fee as they do not enjoy the liability cover member benefit

BCA UK residents enjoy the member benefit of the £5m liability insurance policy, it's a worldwide policy (except USA and Canada). BCA non-UK residents are not eligible for this policy. BCA members who are not UK residents currently pay the same membership fee as a UK resident but don't enjoy the liability policy benefit. BCA is overpaying for the policy as it's insuring these members as if they were UK residents and paying for a policy that would not perform in the event of a claim, as they were not UK resident.

The cost of this change is nil as BCA will collect lower fees as there will now be more non cavers declared than now, but at the same time will pay a lower liability premium as the premium for non-cavers is lower than that for cavers

For clarity, non-cavers are insured for participating in the usual club activities, such as social events, meetings, fundraisers etc. All caving related activities for these members are excluded.

(7) Clarification on Associate Membership – Proposal by Matt Ewles

As you all know, the BCA recently removed a category of Group Membership to ensure the member benefit of public liability insurance was given to all members without exception. One alternative option presented in Associate Membership.

I feel we need to offer clearer guidance on what Associate Membership is for, what our expectations of Associate members are and what benefits Associate Membership brings to an organisation. Please find below some proposed text to go on the website, for discussion/approval.

Why does the BCA offer associate membership?

The BCA acknowledge that there are organisations who wish to associate with the BCA but for who full group membership is not appropriate. Examples include outdoor activity service providers for who caving may only be one of many facets of that organisation, and thus of relevance to only a very small number of their members/participants. It may not be appropriate for every member of these organisations to become a full BCA member, as is required for group membership.

Associate membership provides as a means for these organisations for who full membership is not appropriate to still participate in the BCA, show commitment to underground exploration in the UK, and to support the BCA's aims and guiding principles.

How much does associate membership cost?

Associate membership has a one-off annual cost as shown in the table below (to be added).

What are the benefits of associate membership?

The BCA will support and work on behalf of associate members where appropriate in accordance with the aims and guiding principles of the constitution. Equally, associate members are expected to respect and support these aims and guiding principles and to refrain from acting against the BCA's interests. Associate members may request the use of an appropriate BCA logo to demonstration their support and commitment.

What are the limitations of associate membership?

Associate membership is not full membership and as such does not confer for that organisation or any of its members/participants any of the usual full member benefits including a vote at our General Meetings or any member insurance benefits.

I belong to a BCA associate member but want full membership benefits

Individuals within associate member organisations may still take out full individual membership (CIM membership via a full member club, or DIM membership) if they wish to receive the benefits of full BCA membership on an individual level.

(8) Proposal by Howard Jones: Personal Accident (PA) Insurance

It is proposed that BCA negotiates a PA insurance policy to cover its UK residents for accidents whilst caving in the UK. There are 3 levels of cover as described below which would cost BCA around £20k, £15k or £10k per annum.

BCA has been asking members about this proposal for some months now. The feedback I have received is that the membership is overwhelmingly in favour of some kind of PA policy. We went to the market and asked the main PA insurers to quote. We received quotes from RSA and one other. RSA was the most competitive as shown below:

Details:

Insured: British Caving Association

Category A:

Insured Persons: Any amateur caving member of the Insured resident in the UK aged over 3 years of age and up to 79 years of age.

Operative Time: Whilst an Insured Person is participating in any authorised and or recognised activity of the Insured within Britain excluding cave diving and the handling or use of explosives.

Category B:

Insured Persons: Any amateur non-caving member of the Insured resident in the UK aged over 3 years of age and up to 79 years of age.

Operative Time: Whilst an Insured Person is participating in any authorised and or recognised non-caving activity of the Insured within Britain

Note a Non-caver is covered for any activity endorsement by the BCA which isn't caving, so if they were injured at a club meet, on a social event, during a fundraiser, BCA meetings etc. A caver would also be covered for these activities as well as being covered underground.

Based on the following member numbers of UK residents within BCA, RSA quoted as below:

Caving Members – 5,344

Non-Caving Members – 913 (these numbers do not include members based in ROI)

£50,000 Death and Capital Benefits*, and £5,000 Funeral Expenses
£18,433.03 + Insurance Premium Tax (Cost to BCA some £20k)

£25,000 Death and Capital Benefits*, and £10,000 Funeral Expenses
£14,611.40 + Insurance Premium Tax (Cost to BCA some £16k)

£15,000 Death and Capital Benefits*, and £10,000 Funeral Expenses
£9,747.02 + Insurance Premium Tax (cost to BCA some £11k)

Accidental Medical Expenses	Up to £2,500 any one Insured Person
Bereavement Counselling	Up to £250 per week up to a maximum £5,000 any one Insured Person.
Coma Benefit	£50 per full 24 hours up to a maximum of 104 weeks any one Insured Person
Convalescence	£200 per Insured Person reduced to £100 if Insured Person is aged over 70 years of age
Counselling	Up to £250 per week up to a maximum of £5,000 any one Insured Person
Dependents Benefit	Additional 5% per Child up to a maximum 25% of Benefit 1 subject to a minimum £5,000
Hospitalisation	£50 per full 24 hours up to a maximum of 104 weeks any one Insured Person
Paralysis	
Total Loss of all 4 limbs	£50,000
Total loss of 2 legs	£25,000

*Capital Benefits include Loss of limbs, sight or speech or hearing in both ears (25% of benefit for one ear), and Permanent Total Disablement from gainful employment

(9) Proposal by Howard Jones: BCA Surplus Planning

Executive summary:

Since 2004 BCA net assets have risen from £62k to £255k. It has never had a deficit in that time. Unless something changes, we will continue to build an unnecessary surplus. I propose to cap the net asset value at current and distribute future surpluses as follows;

If there is a surplus in a year, then the following year we reduce subscription cost by 50% of the surplus and give the remaining 50% to Ghar Parau Foundation. If accepted this proposal does not reduce the net asset value, merely maintains it. I also propose to fully fund ALL regional expenditure.

History:

For the last 14 years BCA has collected more money from its members than it has spent. Each year there has been a surplus, lowest value £5k, highest £37k, average £14k. Net assets have grown from £62k in 2004 to £255k in 2018; just short of a £200k growth and a fourfold increase in assets.

Justification:

I can see no justification for continuing to grow this net asset value. I see no contingency that requires it.

How much should BCA hold as cash?

If we were being incredibly prudent we could argue that on 31/12 we had a minimum cash balance to fund all the fixed costs for the coming 12 months. I know of no company in the UK that does this. Our fixed cost today is the liability premium of £40k and salaries of £20k. If this argument is accepted therefore, we need £60k cash in the bank. Today we have £300k.

Given we collect 95% of our income in Q1 of any year and our fixed costs are spread evenly throughout the year I think £60k is too high, however as I do not argue to reduce the net assets then the argument is moot.

What should BCA do with its surplus each year?

In the absence of any ideas from Council, Finance committee was tasked with making suggestions. (My opinion is we are the wrong body, but no one else is making any suggestions so here we are).

The two ways of reducing the net assets is either by collecting less income (lower subscriptions) or spend more than now, or both. Frankly I am amazed no member has argued that we should lower subscriptions given the history above; maybe they don't care given a cost of £20.

My proposals below are as follows:

- 1) Fully fund all regional activity. There is an admin burden on the BCA Treasurer and all regional treasurers ensuring regional funding claims from BCA are to current funding rules. The current disallowed expenditure is minimal and this change would cost BCA less than £1,000 in a normal year. It has also been argued that some regions are currently not carrying out as much activity as they would like due to funding concerns. This is nonsense when BCA is building a surplus year on year.

- 2) If there is still a surplus in a year, then the following year we reduce subscription cost by 50% of the surplus and give the remaining 50% to Ghar Parau Foundation.

For example, given a surplus of £18k in 2018 (and given we have 6000 members) this would be a reduction in subscription per person of £1.50 (in 2020) and a £9k donation to GPF (in 2019). The exact values to be agreed when the accounts are accepted by the AGM.

Rationale:

I do not see any argument to continue to build a net asset value beyond FOUR times the value of the minimum needed. Hence to continue to build the net asset value is taking money from our members that we don't need (nor know what to do with), hence the reduction in subscription rates.

If I look at the various areas where BCA spends its money, the only area I see that needs more money is GPF.

Training spends £20k a year but collects £20k in income so that was its face.

C&A spend is tiny, regrettably.

The regions are well funded. Each has a decent bank balance. Even if they ALL doubled their activity for BCA funding in the same year that would only require an additional £4k funding.

Staff: are paid a market wage. There does not appear to be an appetite to recruit more staff, BCA wants to rely on volunteers (this may not be sustainable).

BCRA gets a £12k donation from BCA each year towards its library costs. It is well funded and does not need more money.

GPF: Receive applications each year from expeditions with a total cost of £250k. They receive grant income of £1k from GPF and £6k from BCA. So, the support is 3% of the total spent. If my proposal above is accepted and the average surplus continues to be £14k per annum, GPF would get a further £7k from BCA, so total grant support would become 6% of total cost.

(The advantage of BCA donating to BCRA and GPF is it nullifies our corporation tax liability).

(10) CNCC Conservation and Access Funding Proposal

This proposal, put forward by Tim Allen (CNCC rep), was accepted by the C&A Committee at their 16th July meeting. Consequently, our C&A Officer has asked to progress this for Council approval.

Following discussions in January and some agreement on changes to regional funding rules one item was deferred to a future meeting. That item concerned who should scrutinise C&A funding to regional councils. Already BCA allow, paid according to the account, a sum aimed at reducing bureaucracy on day to day C&A work. This sum was increased from £500 to £750 in January. It is spending above this limit which is the subject of this proposal. BCA regional funding rules state that, C&A expenditure above £750 should be presented as projects and that projects are 'identifiable parcels of work'.

At present it is the Finance Committee who consider and approve this spending. However, they have stated that their main consideration is whether there is the budget available. There is no scrutiny of the C&A projects and because of this process there is very little record of what the money is spent on.

This process is at odds with the other main sub-committees of BCA who manage their own sector and approve spending. The Finance Committee does not approve spending requests for Training, Equipment & Technique or Youth & Development so why are they involved in this way on C&A? For example, in general, the E&T Committee will fund the direct costs of placing designated anchors, i.e. the purchase of designated anchors, resin, drills and similar equipment, travel, training and other directly related expenses.

C&A is one of the most active and well represented of all the BCA sub committees and should be involved in approving spending on C&A projects for two reasons. First, it will ensure that this spending is properly recorded and therefore accessible to BCA members. Secondly, the C&A committee are the BCA 'experts' on C&A matters. C&A may be able to offer advice on projects, share information between regions and ensure BCA principles are met.

Proposal: *That regional C&A funding for projects above the £750 limit should be placed before the C&A committee and not the Finance committee for scrutiny and approval.*

How this is budgeted in future should be discussed.

If this proposal is successful then C&A should review what BCA will fund especially regarding conservation. The guidance on which is very limited in the current document. See below;

C&A - Allowable - negotiating access to caves and mines, gating of entrances, stabilising entrances, working with landowner to maintain access, payment of peppercorn rents for access, other liaison and PR work related to maintaining access and promoting conservation.

C&A - not allowable - digging as part of new exploration.

Modern cave conservation work, in the Dales anyway, often requires funding for materials, tools, equipment, maintenance, training, PPE, consumables, volunteer travel, etc. Should the BCA be considering their funding policy on this?

(11) Amendment of April Meeting Dates

Currently scheduled future dates:

11th January 2020 - Council
4th April 2020 – Council
14th June 2020 – Council and AGM
10th October 2020 – Council
16th January 2021 – Council
3rd April 2021 – Council

The former Secretary recommended that the April dates (which apparently used to be in March) are problematically close to the AGM and create unnecessarily high workload. He suggested moving to March which is apparently when it used to be. However, this then puts two Council meetings only two months apart. Do we really need this?

Proposal by Matt Ewles:

I propose the abolishment of the April meeting altogether, thus reducing to three Council meetings per year (two dedicated meetings and one after the AGM). This is constitutionally acceptable. This will reduce the burden on all Council members to attend meetings, reduce the Secretarial burden, and reflects the fact that more work than ever before is being done offline from physical meetings and using electronic communication. In time, the new meeting dates should be adjusted: October, February, June (after AGM), thus each four months apart. If accepted, this would be implemented for 2021, cancelling the January/April meeting dates currently advertised and replacing with a date in February (suggest Saturday 13th).

(12) Amendments to Manual of Operations (by Matt Ewles)

The Manual of Operations (MoO) is quite outdated in places, and also lacking clarity on some points. This includes practice for submitting proposals/applications for BCA Council positions (which led to all the issues at the AGM regarding Will's application).

Interestingly, neither the Constitution nor the MoO says anything about how the MoO should be updated; I therefore am assuming that this can be updated by instruction of, or with approval from BCA Council and does not have to go to an AGM.

A separate document uploaded alongside this agenda shows suggested amendments to the following sections of the MoO:

(1) Committees

(2) Council

(3) Executive

(4) General Meetings

Also; (5) Finances section to be removed (after discussion with Howard Jones).

It is recommended that BCA Council review these amended sections alongside the current MoO text which is available on our website (in the 'about' and 'documents and minutes' section).

I propose that these amendments are accepted subject to any corrections/amendments.

(13) Update and approval of funds for Radon monitoring

Secretary note: The following is from Gethin Thomas, convenor of the Radon Working Party. This is both an update and a request that BCA Council approve expenditure of £4132.80 for future work.

Earlier in the year BCA agreed to support a Radon Working Group to look at the implications of some recent updates in regulations and amend the Radon Underground document accordingly. The change in regulations have come into effect following increased recognition of the health effects to humans relating to exposure to radon, with some further amendments imminent which will have further implications for those of us working underground.

BCA agreed (Nick Williams at the time during a QMC meeting, followed by Robin Weare when establishing the RWG) to support some radon monitoring and possibly the advice of a Radon Protection Adviser through some funding.

This Summer we conducted a range of radon monitoring at a number of popular caves and mines around the UK. The funding for this was also supported by the Association of Heads of Outdoor Education Centres (AHOEC; who allocated £1,200 to the costs). In all 63 monitors were placed by a number of volunteers, then recovered a month later. In addition the MoD have conducted a similar number of tests in South Wales (we tried to co-ordinate the timing with the MoD) who're willing to share their data. We also have historic data for a range of sites funded through PICA for Derbyshire and the North Wales mines inspection scheme. The total cost of this phase was £1,549.80, with the BCA covering the excess from the £1,200 allocated by AHOEC.

The results from the monitoring have started to come in and it's evident that many of our sites exceed, in some cases by a significant margin, the minimum levels of radon permissible for those working underground to do so without any further measures to manage staffs exposure to radon.

The change in regulations highlight that any areas exceeding an annual concentration of 300bqm-3 must be notified to HSE and measures put in place to reduce people's exposure due to the health risks associated with radon. Of the 63 placed to date only 7 have come back measuring less than 300bqm-3 (although not all have come back yet, and some were lost in the flooding over the Summer).

Having taken samples during the Summer, when it's known radon levels are at their highest, we now have a good idea of the places which will need further monitoring so that we can establish an annual concentration. Our proposal is to set about another 3 periods of monitoring, once every 3 months, to establish a more reliable picture of the annual concentration. It's hoped in many cases this will bring the annual figures to bellow 300bqm-3.

With that in mind we're looking for funding for the next three phases of monitoring. In total we're looking for £4,132.80 to cover the sites currently monitored. I've approached AHOEC, who unfortunately have allocated their funding for the financial year and so are unable to help further.

We are asking support from the BCA to fully fund this further monitoring over the next 9 months.

Gethin Thomas, Radon Working Party

(14) Agenda items received from Council of Southern Caving Clubs

THE FOLLOWING ITEM IS FOR INCLUSION ON THE BCA COUNCIL MEETING AGENDA FOR 12th OCTOBER 2019.

Constitutional and procedural anomalies at the 2019 BCA Annual General Meeting:

- 1) *That the resolution under 22.6 of the draft AGM minutes (page 13) seeks to override the BCA Constitution clause 6.2 by adding an additional representative from the class individual Members without regard to the proper process for changes to the constitution outlined in clause 8.4 of the constitution.*

The argument that this resolution is a short term expedient to resolve a difficulty at the meeting cannot be held true as clause 6.2 of the constitution has been changed from four to five representatives irrespective of the time scale given.

The BCA Council, in seeking to appoint a fifth representative, will therefore be in breach of the constitution and decisions made where the fifth individual representatives vote is counted will be invalid.

- 2) *That the Youth and Development exceeded its remit by interfering in the affairs of a member i.e The Charterhouse Caving Company in contravention of clause 11.1 of the BCA Constitution.*

The Acting Secretaries report (page 5 of the draft minutes) outlines clause 11.1 and the paragraph below noted that the BCA had been asked to intervene "on the basis that members are being discriminated against based on their age." However, clause 11.1 clearly says that "The Association shall not interfere in the affairs of a member (in this case The Charterhouse Caving Company) unless specifically requested to do so by **that** member." Not, you will note, by any member.

- 3) *Procedure for verifying representatives to the AGM.* The BCA had a set procedure for verifying representatives to the AGM which appeared to be ignored at the 2019 AGM with club delegates turning up with scraps of paper and card hastily scribbled out to provide verification of the delegates mandate. This brings into question the validity of votes cast at the Annual General meeting and should be reviewed and properly imposed at the 2020 AGM

- 4) *The precedent for not voting on unopposed appointments to the BCA Council was set in 2005 and carried through until the 2019 AGM. Indeed the 2018 AGM Minutes section 22 specifically records that no votes were necessary as only one person was standing, a reinforcement of the precedent set out in the minutes and approved by the 2019 AGM. It is unfortunate therefore that clause 6.1 was used by some delegates at the 2019 AGM to remove nominees. This matter should be reviewed by the BCA Council and proposals put to the 2020 AGM to clarify the situation with unopposed nominations to the BCA Council.*

Alan Butcher – CSCC Chairman
23rd September 2019.

(15) Agenda items from David Cooke

Three items for the Agenda that might not be raised elsewhere.

(1) Proposal to record meetings. I put an email out to Council about this some time ago. A recorder was specifically purchased for the purpose. The reason is to cut through any arguments about how the Minutes record what was said at a meeting.

(2) Take action to fill the two vacant individual rep posts. Put out an advert similar to that put out for the C&A Officer?

(3) Council to discuss and give an opinion on the ballot proposal and any information to go along with the ballot paper. Council hasn't discussed the proposal thus depriving members of the benefit of Council's formal view.

Secretary note; the current suggested wording for the ballot (as will appear either on postal ballot papers and/or in the electronic ballot system) is shown below. This is written to be neutral. In the spirit of David's request, please review and provide comments. I am open to suggestions.

At the 9th June BCA AGM a motion was submitted which proposed changes to our constitution. This motion was passed at the meeting.

As acceptance of this motion would involve changes to our constitution, BCA procedure requires this to now be put to a ballot of all members. In this ballot, all Group Members (including clubs, regional councils and constituent bodies) will have one vote in the 'House of Groups' and all Individual Members (including CIMs and DIMs) will have one vote in the 'House of Individuals'.

The requirement for the motion to pass (and resultingly, the proposed constitutional changes to be implemented) is 70% support from both houses.

The full motion, including the exact details of the proposed constitutional amendments, can be found in the AGM agenda (appendix 9, page 28 onwards). There are multiple amendments, all of which are encompassed within this one motion.

*Do you **support** or **reject** this motion?*

(16) Any other business?