



## **Berkshire Ornithological Club**

### **Minutes of Committee Meeting**

held on Thursday 15<sup>th</sup> April 2021

via online Zoom conference

**Present:** Rob Godden (RG, Chair), Renton Righelato (RRi), Eleanor Pitts (EP, Treasurer), Jane Campbell (JC, Secretary), Sally Wearing (SW), Sue Charnley (SC), Iain Oldcorn (IO), Marek Walford (MW, County Recorder), Andy Tomczynski (AT) and Ray Reedman (RRe)

This meeting was held online by Zoom as it was not possible to meet in person due to the government's Coronavirus restrictions.

1. **Apologies for absence:** Chris Foster

2. **Minutes of the Committee Meeting held on 14<sup>th</sup> January 2021**

The minutes were approved and will be signed.

3. **Matters Arising and Review of Actions not covered elsewhere**

There were no matters arising. Action updates were:

**Item 3:** JC has registered the BOC with Amazon Smile.

**Action:** JC will link the Santander account to Amazon Smile and provide details of this fundraising scheme to Iain to be sent to members

4. **Formal record of items agreed by email or actioned since the last meeting**

The insurance policy with Aaduki has been renewed at a slightly lower cost than last year.

The annual submission to the Charity Commission is complete.

5. **Treasurer's Report**

The report was circulated prior to the meeting.

EP thanked those who completed bank mandate forms which were all accepted. Eleanor informed the committee that she has organised CAF Donate to transfer payments received to the BOC Santander account rather than to the CAF bank. This will make it easier when we move from CAF bank to Triodos

**Annual Review of the Reserves Policy:** EP proposed that no changes are required, and this was agreed by the committee.

**Annual Review of the Asset Register:** It was agreed to remove values from most assets, add the review date and to use the starting date as the age.

**Action:** EP to update and return to JC

6. **Membership Secretary's Report**

The report was circulated prior to the meeting.

IO asked what should be done when Mr A E Knight's 10-year honorary membership expires next year.

**Action:** JC to find what was recorded in minutes from 2012/2013/2014

It was agreed that Ted Rogers should continue to help Iain with communications to members.

**QMR Permits:** RRi reported that last year's updated form provides a practicable refereeing system for QMR permits.

**Newsletter:** The committee thanked IO for his work to revamp the newsletter which all agreed looks good and has interesting content.

**Action:** All to provide IO content for the next newsletter by 31<sup>st</sup> July

RG updated the Covid-19 statement which was included in the last newsletter.

### **Annual review of the Safeguarding Policy**

RG read a prepared statement to explain an issue concerning a member which was brought to the Club's attention by a social worker. RG pointed out that the nature of the contact from the social worker was not a complaint, but rather to offer advice that would be helpful whenever this member participated in club activities. There was much discussion and RRe was able to give more detail about the member concerned and the difficulties faced. It was noted trips are run by untrained volunteers; RRe suggested records are kept; and EP pointed out that guidelines work both ways and that perhaps the Club should inform the social worker what we expect. It was agreed guidelines on how to communicate with this member would be sent to trip leaders.

**Action:** RG to draft guidelines to pass to trip leaders

SW proposed no changes are required to our Safeguarding policy which was re-adopted by the committee. However, as this policy covers under 18s it was felt the Club should have a separate simple policy for vulnerable adults and adults who have a disability.

**Action:** JC to update the safeguarding policy document with the review date.

**Action:** SW to draft a policy for vulnerable adults and adults with a disability.

### **Annual Review of the GDPR LIA and Data Protection Privacy Notice**

Both documents were re-adopted by the committee.

**Action:** JC to update the documents with the review date

## **7. Publicity and Advertising**

This covers all aspects of promoting the Club, including social media and non-BOC events.

The report was circulated prior to the meeting.

Both the Instagram and Twitter accounts refer to us as 'Berks Bird Club' rather than 'Berkshire Ornithological Club'. Possibly this is due to our name being too long, but no experts were present to confirm this.

**Action:** JC to ask CF if these names can be changed.

**Action:** CF to review and revise the membership leaflet, programme leaflet, posters and other publicity material, then circulate for comment.

## **8. Programme Report**

**Indoor Programme:** The report was circulated before the meeting. Noted that the talk on 19<sup>th</sup> January 2022 is a live event and not on Zoom as in the report.

The committee thanked SC for a successful season of interesting and varied talks. SC is concerned that some booked speakers for the next season may be unavailable so she will find a speaker who can be used at short notice if necessary. Suggestions were Andrew Cleave and Iain Paine.

**Action:** SC to contact Andrew Cleave and Iain Paine.

**75<sup>th</sup> Anniversary Event:** SC asked for more ideas for this event. AT suggested we use 'highlights and significant moments' in the Club's history; RRe proposed we find a guest of some status and JC suggested a mini photo competition with an audience vote for their favourite from all winners of the Gordon Langsbury Cup. The Berkshire Bird Atlas was also proposed as a suitable subject. RRe suggested a small group is set up to discuss ideas for this important event.

**Action: RG** to set up a small group for the above, possibly including Neil Bucknell as a long-standing member of the club.

**Action: RRe** to contact Robert Gillmor

**Recorded Talks:** SW reported that analytics show fewer people have viewed recordings since Christmas. Nevertheless, the recordings will continue as they are an excellent resource and some members are extremely grateful for them. SW contacted Des Sussex who did not want his talk to be made public so instead she will contact Mary Braddock and Campbell Murn to ask if their recordings can be used instead.

**Action: SW** to contact Mary Braddock and Campbell Murn.

**Photographic Competition:** JC proposed that the third category for next year be changed from 'Plumage' to 'Attention to Detail' and showed examples. Other suggestions to think about are a novice category for those who have not previously been placed first or second and possibly a 'Novelties' mini competition for the Christmas event.

**Action: JC** to make the required changes on the web site and to provide IO with details to communicate to members.

**Outdoor Programme:** The report was circulated before the meeting.

RRe emphasised the need to find someone to take on his role and after some discussion Brian Reeves and Iain Paine were proposed as possibilities. RG thanked RRe for what he has done and suggested that we only arrange trips by car this year as coach trips may result in a loss of income.

**Action: RRe** to contact Brian Reeves and Iain Paine

## 9. Conservation Sub-Committee report

The report and minutes of a meeting held on 2<sup>nd</sup> February 2021 were circulated before the meeting. RRe was pleased that swift boxes are installed at St Nicolas Church, Newbury and noted that the 100<sup>th</sup> box will be in this tower. It is pleasing that last year's grant given to a farmer to support LRP breeding in Bucklebury has resulted in the farmer agreeing to do the same this year at his own cost.

## 10. Editorial Board Report

Reports were circulated prior to the meeting by SW and RG.

Table headings need to be checked and place names rationalised for the 2017 report which SW expects to pass to Robert Still within a week. MW has most of the records for the 2020 report which RG suggested is started in January 2022.

## 11. RRe's Bird ID Tutorials

RRe has produced a series of annotated PowerPoint slideshows based on bird identification talks he has given in the past. JC will upload them to YouTube; add them to the website (for members only); and provide them on USB data sticks if necessary.

**Action: JC and RRe** to arrange the above.

## 12. Any Other Business

RG suggested we ask the East Berkshire RSPB members who have attended our talks but have not joined if they wish to do so

**Action: IO to do this**

## 13. Date and Venue of Next Meeting

The next meeting will be on Thursday 8<sup>th</sup> July 2021 at 8pm, to be held online via Zoom.

**Jane Campbell, 22<sup>nd</sup> April 2021**

## **Suspended Actions**

**Matters arising:** SW had been given a telescope and tripod by a BOC member who wanted them to go to young birders or, if not, to be used to raise funds for the Club. It had been decided to offer them to Maiden Erlegh School, but this had not yet been possible.

**Action: RRe** to find out whether Maiden Erlegh School want the equipment.

**Publicity and Advertising:** the following actions will be continued when the current government restrictions are relaxed.

**Action: CF** to advertise free attendance in the University and to consider how to advertise in other places.

**Action: RRe** to investigate advertising free attendance at meetings in local schools.

**Action: CF** to put up posters advertising the BOC at the University.