



Berkshire Ornithological Club

Minutes of Committee Meeting

Thursday 3rd April 2025

via Zoom

Present: Debby Reynolds (DR, President), Sally Wearing (SW, Chair), Jane Campbell (JC, Secretary), Iain Oldcorn (IO), Elaine Charlson (EC), Neil Bucknell (NB), Peter Driver (PD), Robin Dryden (RD), Robert Godden (RG) and Sue Charnley (SC)

1. **Apologies for Absence:** Marek Walford (MW), Edwin Bruce-Gardner (EB-G, Treasurer) and Ken Moore (KM)
2. **Minutes of the Committee Meeting held on 16th January 2025:** The minutes were approved and will be signed by **SW**.
3. **Matters Arising and Review of Actions not covered elsewhere**
 1. **SW** will send a card to long-standing members. **IO** will provide details. Additionally, the recognition of such members will be added to the minutes as a footnote as a reminder to acknowledge such members when appropriate.
 2. **DR** will host a social event on Thursday June 19th, this will include partners and the NDOC committee. **DR** will circulate a food list for people to select their contribution.
4. **Formal record of items agreed by email or actioned since the last meeting:** none
5. **Treasurer's Report.** The report was circulated before the meeting.
 1. **Annual Review of Subscriptions:** it was agreed no changes will be made for next season.
6. **Membership Secretary's Report.** The report was circulated before the meeting.

IO reported that the mechanism some banks use to set up standing orders has changed and that this might be a problem. **IO** will discuss with **EB-G**.

It was agreed **SW** would request QMR access reports from Peter Newbound every six months.
7. **Programme Report.** The reports were circulated before the meeting.

Indoor Programme

SC has almost completed the programme for the 2025/2026 season.

The committee thanked **SC** for a wonderful season of events and noted that there is now a great atmosphere in the lecture theatre with people wanting to chat and socialise. **IO** requested the time given to the break is more closely monitored because it is not a good experience on Zoom.

A replacement for **SC** is required. All committee members should think who they can ask to take this role.

Sue Truby has agreed to run the photographic competition, and **JC** has met with her on Zoom to explain what is required

Venue and Equipment: Once again we discussed the room that should be used for our lectures. As expected, some want to retain the Palmer room and others think the cost is too high (£346 per evening). Most people agreed the screens in the Edith Morley room (£145.20 per evening) are not of the required quality and that the layout is awkward.

To reduce costs, next season we will move some events to Edith Morley and use Palmer for those requiring the superior display. **SC** will request availabilities of both rooms from Venue Reading and ask Venue Reading if there is an alternative room available.

SC will also request a discount quoting the university's local green agenda which Chris made us aware of.

IO proposed we purchase a laptop for use at events but those running the events would prefer to use their own kit so this will not be actioned.

Outdoor Programme

PD thanked Bob Lyle for including the BOC in his NDOC programme of events, he is also grateful to all those who are leading walks. **PD** will attempt to co-ordinate with other groups to minimise occasions when more than one group visits the same site at the same time.

DR thanked **PD** for his programme of introductory walks which have attracted new people, some of whom have become members.

PD asked committee members to suggest anyone who may lead a walk.

8. Publicity and Advertising: The report was circulated before the meeting

There has been no feedback on the 'BOC photographers' code of conduct during breeding season' that was shared recently. It was agreed that **IO** will include this in the next newsletter and **SW** will add to the website.

DR pointed out that it is not easy to find the outdoor programme on our website. **SW** will ask Marek if he can help in the short term and **SC** will ask Colin if his offer to rewrite our website still stands.

New Members event: As no room is available at Dinton Pastures it was suggested we meet at the café either before or after a walk. **PD** will circulate suggestions.

Birding Outreach event: **PD** will contact the Countryside Service to arrange this event in late May or June.

PD is redesigning our programme card. Rob Still can help with template design, we may need to purchase software. **EC** suggested **PD** investigates Canva which is free for charities to use.

PD is now a 'regular' on BBC Radio Berkshire.

9. Strategy and Planning

SW asked recent members for feedback on the Welcome Pack. There were just three responses. One suggestion to provide a 'Meet the Committee' sheet will be actioned. **JC** will ask committee members for photos and content. **SW** will continue to look at what other organisations provide.

How to publicise the Conservation Fund. **NB** will draft a leaflet to publicise our fund. **NB** will contact Rob Still to see if he can help.

10. Conservation Sub-Committee Report - The report was circulated before the meeting.

An additional grant was made to LWT to purchase a Tern raft. **NB** reported a few more applications are being received.

If details of a Swift Tower are needed, **RG** can provide a contact from Moor Green Lakes.

NB is unable to provide a date for the beach at Padworth as it depends on a Canals and River Trust risk assessment. **SW** offered to help **KM** with this.

11. Editorial Board Report -The report was circulated before the meeting.

RD has started to review the 'Where to Watch Birds in Berkshire' booklet and asked if we want to include new sites or just update what is there. **RD** will contact Rob Still to obtain the maps for editing.

It will then be reprinted as stocks are low.

12. BRC and County Recorder Review

Both should be reviewed every five years, both are due.

DR suggested a sub-group reconvenes to discuss how to take this forward. This will include **SW, RD, NB and RG**; **SW** will initiate this.

13. Administration

1. Annual review of policies and documents

- No changes are required to the following documents so they will be dated and uploaded to the website (**JC**):
 - **GDPR documents– LIA and PN**
 - **Safeguarding Policy**
 - **JC** will make a few changes to the asset register, to include our new camera and the waterproof banner. The BBRC reports held by **MW** will be added to the archives spreadsheet and recorded in the asset register.
 - **JC** will contact **EB-G** to ask him to review the Reserves Policy which will then be circulated for discussion.
2. The 'lost' box of archived reports has been found at Peter Hutchings' house. **SW** will store them and send details to **JC** for inclusion in the archive spreadsheet.

14. AOB

None

15. **Date of Next Meeting** The next committee meeting will be on Thursday July 3rd 2025, at 7.30pm, to be held on Zoom. This date will be checked with **EB-G** and the committee will be informed if the date needs to be changed.

Jane Campbell, 23rd April 2025

MEETING REMINDER: acknowledge long-standing members.