

## Minutes of the BCC Meeting 9 Sept 2020 7pm by Zoom

**Present:** Susanne Kelly, Geraldine O'Grady, Phil Martin (Zoom host,) Nicholas Mannoukas, Tim Fox, Richard Sanders, Ruth Bull (Chair/minutes.) **Apologies:** Simon Thompson.

Action points highlighted in yellow.

**1. Centre Report:** Tim gave a brief review of the Summer, expressing thanks to all, especially Richard and Debbie for risk assessments etc. to make it happen, Nicholas for cooking, Susanne for the Virtual Community, Roo in the background, a whole Community effort. Everyone on the BCC had come down and experienced Othona. It was very positive in light of the negative side of the summer with coronavirus.

**Successes and achievements:** Nicholas and others spoke of the balance of activities at the Centre via Zoom bringing in people from all over the world, coming together because they consider themselves as belonging to Othona and finding the Virtual Othona accessible. Tim spoke of good feedback and appreciation of the Virtual content and how it was set up. Debbie shared that one member now staying has really appreciated all the virtual ways Othona kept going in lockdown while she was alone.

**Learning points as we go forward:** The Zoom time dominates the community, rather to the exclusion of other activities, and difficult to share Zoom sessions when socially distancing. It is helpful to have Zoom for preparation, and for joining in. We should consider a virtual element to the programme when Covid is over, when we can have an on-site speaker.

Richard observed really good things happening, some new people stayed, asked for Membership, and returned. Some people really appreciated the small numbers here; he suggested we should all encourage people to stay at other times outside the school holidays. Nicholas spoke of these times in the Programme being good for less child-orientated activities.

## 2. Outreach and publicity for September and October:

**Groups:** almost all group bookings cancelled or postponed. Debbie has been keeping in touch with them.

**Open Programme.** The Working Weekend, Autumn Retreat and Half-Term week are beginning to attract bookings. In light of current government legislation on social gatherings we cannot see how the big firework display can go ahead. Othona is still compliant with legislation and guidelines, with bubbles of a maximum of 6 people. Phil spoke of his pre-covid work with Tim on business planning - we should continue to focus on marketing, twitter, networking, raising Othona's profile. We discussed ways to make this happen through Facebook, sharing what is happening at the time, emailing isolated people with reassurance that Bradwell is a safe place to come, reaching out to new groups, looking for every opportunity to bring people to Othona,

seeing short-term quick wins to fit within changing government guidelines. Debbie shared appreciation from a group, who gave an additional donation - what Othona does well is to take care of the people who are here.

We acknowledged the strain upon the Bradwell Management Team keeping things going all through lockdown and straight into the complexities of planning and running a successful Summer.

**Proposals for the Autumn** - Redesign the programme: Low-key clearing up and bonfire activity weekend at full rates; Environmental programme during Oct/Nov to study energy, based on the Energy Project, noting that residential bookings bring in more than day visits. Emailings for donations, with quotations from appreciative donors. Press release: Nicholas and Richard interested in taking this forward, consulting with Kevin Bruce. Debbie suggested we need a marketing volunteer.

### **3. Brief review of points raised at Open BCC. Concerns to take forward.**

Phil has shared feedback and will put this on the Drive. If OK it should go to Debbie to go in the shard BCC minutes place on the Web Page. Actions proposed are mainly in hand.

### **4. Financial update - Richard.**

**Budget monitoring and donations via Centre** - Angie has assisted in preparation of our budget update. The indication is that we will make a loss over the year but we have had above-expected results for July and August, it has paid off to open in financial terms, as well as the benefit to our members. Tim has done well in keeping food costs down, there are some cash-flow and expenditure queries ongoing.

**Job description and recruitment of volunteer Bradwell Treasurer. Fundraising** Richard is familiar with the systems and currently does the book-keeping but is not qualified, so volunteered to act as Bradwell Treasurer until we find a suitably qualified/experienced volunteer. Richard's offer gratefully accepted. Action: Richard and Tim to work on a Bradwell Treasurer Job Description based on what is actually needed, pass the JD to Phil and Roo for approval, then Roo will contact a suggested member who may be willing to assist, potentially joining the BCC.

### **5. Scenario Planning for November 2020 to March 2021 - how will Othona survive in worst scenario situations such as 2nd wave, further shut-downs?**

Phil and Angie will be working on some financial scenarios; the whole BCC needs to think creatively about our response to best/worst possibilities, and ways of building on the Virtual Community as an income-generator. This item required feedback to Trustees.

Tim suggested that in the worst case there would be another lockdown of unknown duration, possibly with no furlough system, with no income generation - requiring the cheapest way to protect our valuable assets, with redundancies. The Othona Management Team members are in tied accommodation.

Roo referred to the on-site risks, that Othona Bradwell is a very isolated site, and that it is essential to have a minimum of two people on site in case of accident, health incident or threat from those with criminal intent, to protect both the person and Othona's property. This was agreed, for the safeguarding of the staff and the safety and security of the site. Richard noted that we need to be ready to open asap as in July 2020, and if we mothball we lose that ability. We appreciate that finances are tight, but we sustain value by being able to move to reopening very quickly. Non-trustee BCC members spoke of being certain that trustees can see what a fantastic thing it is to have stayed open, people know that Othona Bradwell has been there for them - you cannot buy that kind of advertising. There is a willingness to make sure the place opens. The place is ready and waiting, and with a minimum of two or three people on site to protect against inevitable theft and wrecking of the Trust's assets, it is no false economy. The minimum cost to Othona would be the payment of these staff, their basic living costs, and the bare essential maintenance of the site including the Service Contract. The loss of income would thus be kept to a minimum, and the staff would still be able to Community and sustain future bookings and donations.

## **6, Anything else, including any Safeguarding or H&S concerns?**

**Tim: Cedric and Molly from the VAPS organisation have been in discussion.**

Our 4 EVS volunteers Laid, Stefano, Jana and Maria leave in December. The suggestion is that we run a youth weekend, Tim proposes a conversation with Nicholas, Phil and Roo about engaging with our younger people, bringing them into our system with a facilitated weekend. **We need a paper about this (Tim) facilitation skills (Phil) and input from Nicholas - Geraldine will be happy to be involved.**

**Safeguarding** - no reported incidents. Trustees expect to adopt the updated **Safeguarding Policy** written by Liz Johnson. **Tim, Roo and Geraldine then to meet Liz to discuss local practice guidance for Bradwell.**

**H&S** - **Richard and Tim are ensuring the Bradwell H&S Audit is up to date, working with Simon. Tim will then book an independent audit of H&S and Fire Safety as required by Trustees.**

**Simon has confirmed he will be picking upon the agreed tasks of reviewing and revising the H&S manual now that the Energy Project is completed.**

**7. Othona's future** - Roo has shared some documentation with the BCC in confidence. Any views expressed are personal and not intended to encourage people to "take sides" in any discussions that may arise about any possible restructuring of Othona. Phil shared that there are a range of options, a process is underway, but there are no proposals so nothing will happen at the AGM. The long-term discussion is about the Othona Community being sustainable and having a big

impact. Roo has drafted an email to members and friends, encouraging people to become Members: comments asap as it needs to go out alongside the recent mailing to Members. Debbie is requested to put membership on the front of the Website.

8. Future meetings including Saturday November 14th Strategy Planning Day. We agreed to plan for the meeting to be face to face at Othona Bradwell - but if not permissible we will revert to Zoom.

It is 5 years since our 5-year strategic plan. Phil/Tim to find a facilitator, hopefully A.R. who facilitated an earlier Strategy day.

2021 Meetings not yet considered - Roo to suggest dates, ? virtual or real.

Please note for your diaries the Virtual Othona AGM 26 Sept 2020.