

# LONDON CYCLING CAMPAIGN

## Board Meeting, 12<sup>th</sup> May 2014

LCC Office, 2 Newhams Row, London SE1 3UZ

### ACTIONS SUMMARY

Item	Who?	Item	Date	Status
1.1	Mustafa	Draft new/revised TOR for CPEC	17 <sup>th</sup> Mar.	Carried over
2.4	Mustafa & Suzanne	Convene a Conferences Working Group	12 <sup>th</sup> May	New
2.5	Ashok	Post an AGM guide for groups on the website	12 <sup>th</sup> May	New
3.1	Ashok	Post the 2013 AGM minutes on the website	12 <sup>th</sup> May	New
3.2	Ashok	Draft an AGM implementation report for the July meeting	12 <sup>th</sup> May	New
3.4	Ashok	Notify candidates of the 16 <sup>th</sup> October Board meeting	12 <sup>th</sup> May	New

### MINUTES

**Present:** Rachel Aldred, Mustafa Arif, Suzanne Fogg, Mel Grech, Ann Kenrick (Chair), Tony Levene (Treasurer), David Love, Oliver Schick, Claire Wren (from item 2.2)

**Not present:** Daniel Barnes

**In attendance:** Ashok Sinha

#### 1. Minutes of the 17<sup>th</sup> March 2014 Meeting (Accuracy & Matters Arising)

- 1.1 Mustafa's action under item 1.2 (previously carried over) has become a new action, namely for Mustafa to draft new/revised Terms of Reference for CPEC.
- 1.2 Ann and Ashok's action under item 1.2 was not done, and is now no longer needed as Mel and her team have created the Trustee Elections Action Plan for this year.
- 1.3 Mustafa was designated as the trustee responsible for overseeing the Trustee Elections this year, taking over from Mel and Suzanne because they may both decide to run for re-election.

#### 2. LCC AGM/Annual Conference; Hosting the 2014 Cyclenation Conference

- 2.1 Suzanne reminded the Board that our AGM/Annual Conference is on Saturday 11<sup>th</sup> October, and that we are hosting this year's Cyclenation conference. Some consideration is being given to combining the two events, possibly moving LCC formal business to the evening of Friday 10<sup>th</sup> October.
- 2.2 Mustafa informed the Board that he has been mandated by the Campaigns & Active Membership sub-committee to seek to reform the governance structure of Cyclenation, with the aim of creating a fairer voice for members within it as well as promote more effective collaboration between groups.
- 2.3 Oliver noted that, inter alia, this would entail a change in emphasis for Cyclenation, which has hitherto focussed on developing the capacity of smaller (often rural, or semi-rural) members.
- 2.4 The Board agreed to set up a working group, consisting of Mustafa and Suzanne (plus staff) to decide on the format of this year's LCC AGM/Conference and manage the hosting of the Cyclenation conference, leaving it to that group to decide on formats and timings (and oversee budgets).

**Action:** Mustafa and Suzanne to establish the group and report plans to the July Board

2.5 The Board noted that a number of considerations should be taken into account when promoting and organisation the LCC AGM/Conference, including:

- Promoting awareness within local groups of how they can engage with the AGM, including encouraging them to think about submitting motions on LCC's policies and priorities.
- Creating discussions around policy outside of formal motions.
- Using the improved Forum, when it eventually comes online, to promote pre-AGM debate.
- Giving proper/enough time to formal motions/informal debates.
- Finding ways to engage the ~99% of the membership that does not attend the AGM/Conference.

**Action:** Ashok to create and post a guide to engaging with LCC's formal decision-making on the website – for the working group to ratify.

### 3. Minutes of the 2013 AGM

3.1 Claire passed the minutes on to Ashok.

**Action:** Ashok arrange for them to be typed-up, circulated and posted on the website.

3.2 The Board agreed to sign-off a written implementation report at its meeting in July (which could be amended according to events up until the copy deadline for the September edition of the magazine).

**Action:** Ashok to draft.

3.3 The Board considered the issue of whether to prepare a discussion paper on changing the Articles to extend the term of office of Board members, deciding against doing so.

3.4 The Board agreed to hold a short, additional meeting on 16<sup>th</sup> October to cover governance matters such as electing the Chairs of subcommittee and nominating Board representative on them.

**Action:** Ashok to make sure candidates are aware of this.

### 4. Space for Cycling Campaign

4.1 The Board discussed the Candidate Engagement policy, as posted on our website and linked to at various point within the online action tool, and ratified it.

4.2 The Board expressed its thanks and appreciation towards staff for their work so far.

### PAPERS NOTED

- a. Management Accounts to end March 2014
- b. FAC Minutes, 1<sup>st</sup> May 2014 (draft)
- c. IGC Minutes, 28<sup>th</sup> April (draft)
- d. C&AM Minutes, 30<sup>th</sup> April 2014 (draft)
- e. Policy Forum Minutes, 26<sup>th</sup> March 2014 (draft)
- f. Staff Report, May 2014
- g. Staff Report – March 2014  
(HRC: no meeting since the last Board.)