

Bristol Credit Union Members Forum (BCUMF) Meeting Minutes

<i>Meeting</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Bristol Credit Union Members Forum	13 th October 2015	18:45pm - 20:30pm	BCU, 2 York Court, Upper York Street, Bristol. BS2 8QF
Present:			
Avril Marshall (AM)	BCU Member		
Rahana Davis (RD)	BCU Member		
Wendy Leocque (WL)	BCU Member		
Steve Wood	BCU Member		
Harry Partington (HP)	BCU Board Representative/Facilitator		
		CC	
Apologies:		Board of Directors	
Anthony Saunders			
Sam Flowers			
Trevor Henley			

AGENDA

1. Apologies for absence and introductions of those present.
2. Approval of Minutes for 10th September 2015.
3. Feedback from Board Development Day with reference to role of Member Forum and overall governance of BCU.
4. Terms of Reference for the Member Forum – put the first draft of these together.
5. Roles to support the delivery of the Member Forum e.g. Chair, Co-ordinator, Secretary
6. Confirmation of BCU Director nomination timetable
7. Any Other Business

<i>Agenda Item</i>	<i>Discussion Points/ Outcomes & Actions</i>	<i>Actions</i>
1.	<u>Apologies for absence and introductions of those present</u> HP accepted the position of chair for this meeting, and welcomed all those present asking for introductions around the table. Apologies received have been recorded above.	

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
3.	<p><u>Feedback from Board Development Day with reference to role of Member Forum and overall governance of BCU</u> HP gave feedback on which confirmed that the second Board Development Day took place and was a successful day. It has been agreed that it will be run every year to look at ways to improve service etc.</p> <p>HP has been tasked to gather ideas from the Member Forum Meeting, to share at the next Development Day. HP will share the structure created by the Members Forum, which will show how grass roots members can get involved, and progress up to Board level. For those 'new' members HP communicated the thinking behind this idea and highlighted the recent Cooperative Bank scandal of Reverend Flowers.</p> <p>The role of what the Members Forum should be needs to be developed and will take time. This links up with the Boards thinking of bedding in the changes made so far, and in parallel those ideas of the Members Forum to increase the involvement of members from a grass roots level.</p>	
4.	<p><u>Terms of Reference for the Member Forum – put the first draft of these together</u> It was agreed to go through this document in a strategic manner by completing those element that could be done in the remaining time of the meeting.</p> <p>Areas amended this meeting were:</p> <p>Governance Meetings Review Reporting Procedures Delegation of Powers – Deleted Administrative Support Review</p> <p><u>Areas left to be amended are:</u></p> <ul style="list-style-type: none"> ✓ Purpose ✓ Membership and Accountability ✓ Duties <p>These will be completed at the next meeting scheduled for</p>	<p>ALL</p> <p>ALL</p>

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
	the 26 th November 2015, Venue: 2 York Court, Bristol.	
5.	<p><u>Roles to support the delivery of the Member Forum e.g. Chair, Co-ordinator, Secretary</u> HP shared with those present the role which Emily Williams has done to date, supporting the creation of a Members Group, until it is formally set up.</p> <p>A detailed discussion took place around whether any member was willing to take up the role of secretary or chair. All those present felt it was too early in the creation of the Members Forum to take on any of these roles.</p> <p>It was felt that the Terms of Reference was an important stepping stone to these roles being filled. This would give the Members Forum a good base to start from, and progress from strength to strength. HP confirmed that EM could continue to support the Members Forum until such time that a Chair and Secretary are officially appointed.</p> <p>A detailed discussion took place around the rules for notice of an Annual General Meeting, where the discussion covered the following areas:</p> <ul style="list-style-type: none"> ✓ 21 days' notice of an AGM ✓ Communication with the membership i.e. Text Messages verses Postage Charges <p>HP concluded that the ideas of a more up to date method of communication with the membership to communicate the AGM will be fed back to the Board. However, for this year it is too late to stop the postal notifications, but these new ways can be looked at for the future.</p> <p>There may be an opportunity to change some members to a text messaging system, such as the example given called 'Text a Parent'. There could be a split between email and text as a starting point.</p>	
6.	<p><u>Confirmation of BCU Director nomination timetable</u> HP shared with those present that the 'Nomination Director Timetable' had been agreed by the Board, and proceeded to take those present through the document he had circulated. This process will be advertised on the Bristol Credit Union (BCU) website and through VOSCUR, as there are currently 3 vacancies on the Board.</p>	

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
	<p>HP confirmed that this document would be presented to BCU partners for further distribution i.e. The Source, Bristol City Council. This will be the responsibility of James Berry, Chief Executive Officer of BCU and Kate Hanks, Deputy.</p> <p>A detailed discussion took place around the commitment requirements when you become a Director, and what that really means in reality.</p>	
7.	<p><u>Any Other Business</u></p> <p>There was no other business, however, there was a general consensus that as a member's forum, we have worked really well together and would welcome 'new' members.</p>	