# March 2025 CBM meeting - minutes

## Working Groups and Communication Tools (17:02 - 30:53)

* Agreed (for now) to whatsapp community with working group chats – plus another project-board-like software, like Trello/Asana
* Jan suggested Kanban as a free project board option
* Some general discussion around Working Group Governance: e.g. establishing Working Groups re. specific projects from Committee Meetings, Maintaining Working Group Minutes, Working Groups to be open to wider community/members
* **Gaetano** to share Project Board Software Requirements Doc – 2 week deadline to add any requirements – then Gaetano will research Project Board Software options.

## Drop-off Points

### Stabbotts site:

* Stabbotts site is secured
* Next steps include getting a shed and determining a launch date
* **Jan** will lead.

### Researching land ownership for future drop-off sites

* Clarified approach to finding sites: identify spaces first, then check ownership – Prioritising CRT owned land.
* **Jan/SJ** – Land Registry Searches ongoing

### CRT Service Points Project:

* **Action(?)**: meeting to discuss Service Point Project
* **Howard**: contact Matthew Simmons regarding facilities point costs (cautious approach – need to ensure any responsibilities we take on are sustainable – just need details of costs so we can work out a proposal)

### Old Ford Lock Project (44:07 - 53:58)

* Isobel measured Old Ford Lock site dimensions (approx. 5m x 5m outdoor space). Cargo bike fits across bridge.
* The site was previously leased by CRT for community projects – Fisherman’s café then bike repair.
* **Lou** did contact boater they know who ran café at that site, shared info to group whatsapp.
* **Isobel** to contact Compost Mentis regarding options for Old Ford Lock site in order for further research re. bio-digesters/composters to get a sense of what money we would need to make the site as we want it.
* Bio Digesters:
	+ **Lou** to speak to contact at LooWatt and Rokia at UCL engineering re bio-digester.
	+ **Howard** to research cost of bio-digesters and composters (but needs more parameters/info to research this?)

## Community Engagement Strategies (53:58 - 01:02:20)

* Discussion about how to engage community about the facilities point idea
* Agreed to focus on identifying barriers to service adoption
* Discussed boat-to-boat survey approach versus online surveys
* Laerke expressed interest in workshop-style community engagement
* Agreed to coordinate with Lee Boaters about potential sites for projects
* **Colin** suggested also asking on Lea Boaters WhatsApp group for Drop-off point suggestions (alongside survey?)
* **Jan** to contact NBTA about newsletter advert in return for help with printing costs (under £100).
* **Isobel and Laerke** to develop survey questions and boat-to-boat survey and method (can also be shared via whatsapp/Lea Boaters)

### Cavalcade Event and Outreach (01:02:20 - 01:12:13)

* SJ confirmed securing spot at Cavalcade on May 3-5 weekend
* Jan recommended exploring interest from Grand Union area and beyond London area at Cavalcade
* **SJ** confirmed applying for a trader's license at Westminster for Cavalcade
* **Laerka, Isobel, (Alain?)** volunteered to staff the stall at Cavalcade

## Fundraising and Grants (01:12:13 - 01:20:48)

* Isobel discussed potential grant opportunities in Tower Hamlets and Westminster - Tower Hamlets grant deadline for expressions of interest at end of week
* Howard noted grants are more likely for specific projects than operational costs
* Need to demonstrate self-sustainability to funders
* **Howard** to follow up with Jake about financial support?
* **Isobel** - share Excel working document on grant pots and deadlines

## Meeting Format Review (01:20:48 - 01:29:30)

* Discussion about effectiveness of current meeting format
* Chair expressed uncertainty about proper use of proposal/consensus format – but agreed that open, fluid discussion allowing disagreement - followed by full consensus decision-making process when necessary is best
* Agreed alternating between online and in-person meetings every six weeks
* **Colin** to create poll for next meeting date (week after Cavalcade – in person)
* **Colin** - potential venue for in-person meeting (Angel) – **SJ / Howard** have backup options **[Update – Angel seems unlikely – SJ /Howard can you explore your options?]**

## Final Items and Next Steps (01:29:30 - 01:35:57)

* Agreement that publishing minutes shows organization is active
* **SJ** to put meeting minutes on website for transparency
* Request for members to send photos and bios for website if not already done
* **Isobel** to send WhatsApp community link to Colin (anyone else?)

## Action items

**Isobel**

* Contact Compost Mentis to share Old Ford Lock site plans and get advice on potential equipment (49:03)
* Share Excel document of grant pots and deadlines with the group (01:16:00)
* Send WhatsApp community link to Colin (anyone else?) (01:34:25)
* Staff the stall at Cavalcade

**Howard**

* Draft an email to Contact Matthew Symonds about facilities point costs and management and share with the Board for approval/before sending (43:49)
* research cost of bio-digesters and composters (but needs more parameters/info to research this following Isobel’s communication w/ Compost Mentis)
* **Update – Angel seems unlikely -** Explore venue options for next in-person meeting
* Follow up with Jake about financial support and projections (01:21:34)

**Colin**

* Set up poll for next meeting date (week after Cavalcade, May 6-10) (01:26:34)
* Explore venue options in Angel area for next in-person meeting (01:28:19)
* Collate Committee member photos/bios and update website (or share with SJ?)

**Jan**

* Move forward with Stansted Abbots drop-off point setup (possibly loop **Lou** in to meeting with LVRP?) (05:01)
* Contact NBTA about possible newsletter advertisement (with budget under £100) (01:06:56)
* Land Registry Searches ongoing

**SJ**

* Inquire about advertising in the Cavalcade brochure (01:08:22)
* Add meeting minutes to the website (01:33:47)
* **Update – Angel seems unlikely -** Explore venue options for next in-person meeting
* staff the stall at Cavalcade
* Land Registry Searches ongoing
* applying for a trader's license at Westminster for Cavalcade

**Laerke and Isobel**

* Meet Wednesday to develop boat-to-boat survey questions (01:05:05)

**Gaetano**

* Create document with requirements for communication platform options (40:55)

**Lou**

* speak to contact at LooWatt and Rokia at UCL engineering re bio-digester.

## Consensus Decision Making Structure and Info:

- Information: Announcing — I want to update people on something
- Feedback: Consult — I want to get feedback or input into something
- Co-creation: Work together — We need to design something new or better
- Proposal: Decisions — We need to make a decision on something

Where Proposals are made by a proposer, consent-based decision-making is then utilised according to the following format:
Step 1: Proposer makes a proposal
Step 2: Proposal presentation to everyone
Step 3: Round of clarifying questions invited from everyone present, if none then the person states/indicates they have no clarifying questions
Step 4: Round of quick reactions invited from everyone present
Step 5: Proposer can present a modified version two based on reactions
Step 6: Round of consent, tolerance or objection
Step 7: If there is still objection then the objector is invited to join the proposer on a new proposal, otherwise the proposal is adopted