

MCG Committee meeting minutes November 2019

Present: Bill Chadwick, Tom Harrison, Dan Mathews, Dave Lossi and Nicky Pearce.

New/Updated Matters:

1. **ACTION** Doug H to get a quote for replacement bunk mattresses from Jeremy Gilson. The required size is 70cm x 190cm (approx 2'3.5" x 6'3").
2. A quotation for around £1200 has been obtained for shower cubicle partition and doors. **ACTION** Doug H to liaise with Russ Porter and Dan Mathews to see if we can find a local supplier and determine if either of them could do the fitting.
3. Steve Church has replaced our remaining dim and slow to start light bulbs with bright LED ones.
4. At 2020 renewal time we propose to offer Associate Members Gift Aid Forms to complete. We can't use them for full members as they receive club benefits beyond a newsletter. If several of our Associates complete the forms, we should then be able to claim gift aid on our small cash donations. **ACTION** Bill C to check with Steve Porter and send the form to associates at renewal time. See <https://www.gov.uk/claim-gift-aid/small-donations-scheme> . Also, in the next MCG Update, Bill C to ask if there are any tax experts amongst the membership.
5. **ACTION** Tom H to contact Calor to see if we can, as a charity, claim lower rate VAT on our LPG. Likewise, for our Electricity.
6. Tom H has provided Bill C with an updated GDPR privacy statement to go with 2020 membership renewals and on the website.
7. There is concern that several items of tackle are missing or un-returned, including Helmets, Belts, Pulleys, Spreaders and ropes. **ACTION** Dan M to chase members. We spent some time correlating the Access system logs to Tackle Store log sheets showing no return. **ACTION** Bill C to add a reminder to the next MCG Update. Log entries must be legible. Tackle used for Mendip day trips must be returned the same day. Helmets with lamps are for the use of prospective members only.
8. It appears there has not been a Tackle stock take for many years. **ACTION** Dan M to perform a stock take.
9. We have 3 users on the Access System whose names are not showing up in the log properly. **Action** Bill C to try and determine who they are. **Action** Bill C and Dave L to take care to press Save after updating user details.
10. **Action** Dan M is to proceed with erecting a temporary scaffolding tower for SRT practice against the west wall of the cottage. There should be enough materials on site for an initial tower.

11. Nicky P worries that some folk present at a social promise to pay for meals by bank transfer but then fail to do so. In this circumstance they should be obliged to place an IOU in the hut fees box so that they can be chased if needed. **Action** Nicky P to ensure that either cash is paid or an IOU posted.
12. We debated the merits of obtaining a card reader for members to pay hut and meal fees. **Action** Tom H and Dan M to investigate available technology and service provider charges.
13. Dan M has ordered new ropes (lifeline, SRT and some to make slings with), and pulley(s).
14. Dave L has shown Bill C how to update the website. We made several updates together. We propose to change the website member's area password in the new year.
15. Dave L is going to look into a monthly emailing (with opt-out) of online trip reports to all members using e.g. Mail Chimp
16. We need to try and find the Officer role descriptions that Brian Snell produced. **Action** Bill C. These should go on the website before the next AGM.
17. MCG must attend the next meeting of the Charterhouse Caving Company – to ensure we remain as key holders. We would like to propose Chis Barrington and Dave Lossl as Charterhouse leaders. **ACTION** Bill C to enquire with CCC Ltd (done).

Previous Matters outstanding:

1. **ACTION** Doug to ask Russ if we can turn the heating off between say May and September.
2. Steve Church has completed some PAT testing – **ACTION** Doug H, is there more to do?
3. We need a long-term, large-volume online archive for MCG documents and photos. The consensus is that the use of a Cloud based service will outlive storage on CDs, DVDs, HDDs, USB Sticks etc – provided we keep paying the bill. Bill C, Andy H and Tanya S have worked on redaction of the Newsletter archive (to make it suitable for public viewing). Charlie Allison has volunteered to work with the Yahoo Group photo archive. All this material will eventually be stored in the Cloud where it can be referenced from the club's web site. Chris Barrington, in his professional capacity, suggested that the most appropriate provider would be Drop Box. The committee endorse this choice. **ACTION** Bill C and Tom H will endeavour to sort out the necessary account – if payment requires the use of a credit card, that might be difficult.
4. The committee are encouraged to research what soft furnishings might be available to replace our existing lounge furniture which does not possess modern fire safety labels. Furniture of similar modular 2/3 seat, armless design is required. It needs to be easily movable and provide the same number of seats. However, one seat space may be given over to a cupboard for the storage of games etc to avoid cluttering the library. We discussed using storage boxes under the 8 room beds for further accessible storage space – post meeting I think this may not be appropriate from a fire risk point of view.

5. **ACTION** Bill C and Doug H need to determine how often we need to conduct a Fire Risk Assessment.
6. Jason Cardwell proposes to donate a gas meter (CO₂) to the club. It was suggested it be stored in the SRT cabinet with the combination lock on that being re-programmed or replaced (**ACTION** Dan M).
7. Due to the difficulty in convening Committee meetings at the MCG cottage, we plan to try a Skype meeting on a Wednesday evening. **ACTION** Bill C to investigate and set up a trial. Tom H would like to use Skype to join the EGM.
8. Folk have asked for some racking in the drying room for kneepads etc. Doug suggested using some perforated trunking material that we have. **ACTION** Doug to see what can be done.
9. **ACTION** Dave L to make a list of the out of date documents on the web site with a view to deletions and updates.
10. DL has written down the role of the web site manager. The credentials for accessing the web hosting have been copied and placed in the Fire Safe.
11. Nicky had offered to write/update our protection policy as she has some experience in the matter. **ACTION** Nicky P.
12. **ACTION** BC to liaise with the Doug about a date for changing the key-safe number. The key-safe is the normal way for guest groups to get access to the cottage.