

MCG Committee meeting minutes December 2019

Present: Bill Chadwick, Tom Harrison, Dan Mathews, Doug Harris and Nicky Pearce.

New/Updated Matters:

1. **ACTION** All agreed for Bill C to purchase a mono laser printer on behalf of the club. The current ink-jet printer has been non-functional for many months. A laser printer should be reliable and cheap to run. If folk want to copy e.g. a page from a book, they can use their phone and then print a photo. The committee agreed that we should provide a working printer in the library.
2. **ACTION** Bill has a quote for mattresses (two now) and will order a sample (6" deep as current mattresses) from each for delivery to Doug's house. We need to be sure that the cover material is not slippery.
3. A quotation for around £1200 has been obtained for shower cubicle partition and doors. Russ has looked at what is proposed – personally he thinks the cubicles would be a bit narrow but would be happy to fit them if the committee agree to proceed. **ACTION** Doug H to laise with Russ Porter and explore the possible use of second hand parts.
4. Dan has done a Tackle stock take so we have a reference point to monitor any further losses. Russ directed us to two pulleys that he had purchased and were stored in the X cupboard, along with a rope marking kit. **ACTION** Bill to add a note about completing the log and the prompt return of tackle to the membership pack posting in the new year. The committee felt that it should be an exception for Tuesday night users not to clean and return tackle the same day. The committee reserve the right to reduce Full members to Probationary if abuse of our tackle is proved. When the tackle store is moved to the new shed, we propose to install a CCTV camera. Dan has installed new combination locks for the SRT cabinet and Helmet cage. **ACTION** committee to determine who has access to the SRT store.
5. We have 3 users on the Access System whose names are not showing up in the log properly. **Action** Bill C to determine who they are from membership detail returns and update the system
6. **Action** Dan M is to proceed with erecting a temporary scaffolding tower for SRT practice against the west wall of the cottage. Dan has checked the insurance details with Les Williams of the Wessex. If constructed in the correct way (with smooth clamps) and free to use, then the tower will be covered by our BCA insurance. Dan to get quotes for the materials required.
7. Tom H is proposing that we set up contactless payment using a cheap/old tablet and SumUp – as used by other clubs. **Action** Tom H to set up.
8. **Action** Doug H to replace the Pinetree Padlock and at the same time deliver a bottle of Xmas whiskey to Farmer Brown. He will also clarify the desired access approach to Pinetree.
9. We are happy for Dave L to send out an email new bulletin using Mail Chimp. Just with links to committee minutes etc to keep it short. Send a draft to the committee first please.

10. Chis Barrington is going to take over from Jeremy Gilson as a Charterhouse leader.
11. After the CIO EGM, Bill updated the draft constitution in accordance with the discussions that took place. It is now with the trustees Tim Francis and Ben Cooper for comment. We aim to have a further EGM, billed as 3 hours, early in the new year.

Previous Matters outstanding:

1. MCG must attend the next meeting of the Charterhouse Caving Company – to ensure we remain as key holders.
2. 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.
3. **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.
4. We need a long-term, large-volume archive for MCG documents and photos. Professional DropBox turned out to be £21 per month for 3 users – too expensive we think. We now propose to fall back on memory sticks in our fire safe. The job of putting redacted copies of the Newsletter on line publicly on our web site is ongoing. Charlie Allison has managed to download all the photos from our Yahoo group before Yahoo delete them.
5. 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.
6. **ACTION** Bill C and Doug H need to determine how often we need to conduct a Fire Risk Assessment.
7. **ACTION** Dave L to make a list of the out of date documents on the web site with a view to deletions and updates.
8. Nicky had offered to write/update our protection policy as she has some experience in the matter. **ACTION** Nicky P.
9. **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.