

MCG Committee meeting minutes February 2020

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

New Full Members:

Alan Allchorn and Charlotte Dawes voted in as full members after a proving trip with Jason Kirby.

New/Updated Matters:

1. An HP Mono Laser printer is now attached to the PC in the library – cost £80.00, also one replacement toner cartridge cost £50.00. This should provide reliable monochrome printing for some time to come. The printer is wireless and can be accessed from Android and Apple devices. An HP app can be used with the camera on your device in place of a scanner. We need to get some paper. **ACTION** Bill to work out what to do with the old Brother inkjet scanner/printer.
2. Bill has ordered one mattress from Best Bunk beds for £134 + VAT and one from 'The Sleep People' for £52.50 + VAT. The Sleep people have actually sent us a sample mattress free of charge. Both should be with Doug w/c 10th Feb. Both are Crib5 fire rated and ticketed. We will get members to try these two out before buying any more. For the record the mattresses are 70 x 190 cm and 6" deep.
3. We have an ongoing action to rationalise access to the SRT store. Bill C and Dan M updated the Membership database on the 8th Feb. I believe the matter of who has access and how will be raised at the AGM. The expectation is that access is granted by evident past rigging experience or a rigging demonstration to MCG.
4. With regard to the erection of an SRT scaffold tower, the committee agreed that whether to proceed or not should be the subject of an AGM vote as there are conflicting opinions amongst the membership.
5. Tom H is in receipt of a card payment device for use at the cottage. We hope to have it set up soon.
6. At renewal time Associate members were asked to send us a Gift Aid claim form. Tom H states that just one form was sent to us. Steve Porter has confirmed that with Our Associates claiming Gift Aid, we should be able to claim Gift Aid on other donations, e.g. from the changing room donations box.
7. A meeting was held Saturday 8th Feb with regard to the CIO constitution. Present were Brain Snell, Tim Francis, Ben Cooper, Bill C, Steve Porter, Tom H and Peat Bennet. It was agreed that we will simplify the proposed structure of the MCG as a CIO to have trustees comprising the committee only. Bill C will rework the draft CIO constitution to reflect that, posting it on line for further collaboration after its major update. Ben Cooper is to arrange to replace the investment mandate signatories of Pat Walsh and Pete Mathews with Tim Francis and Brian Snell. Steve Porter will help with any work on a new deed. Jon Roberts is to be asked if he wants to continue as an investment signatory.

8. Dave L has now sent out two monthly MCG Bulletins by email. They have been well received. Many thanks for that Dave.
9. **ACTION** Nicky P is to get the menu for the AGM dinner as soon as possible so that invites can be sent out as soon as possible.
10. Committee to complete nomination forms for re-election. The only anticipated change is that Tanya Sparey is to replace Miranda Litchfield as Librarian.
11. We need more logs. Doug H has offered to supply some. Mark Edwards and Jason Kirby have offered to knock up a modest log store, at minimal cost to try and keep logs stored outside dry.
12. Jason Kirby has offered to replace the flush mechanism on the toilet with the sink – for a fast fill and two-level flush. Cost approx. £20. Offer accepted by the committee.
13. Dave L has worked on a new full membership process involving both caving competences as well as use of the MCG cottage, Tackle Store, MCG History, MCG Purpose etc. Probationary members are to have a paper check list that must have all sections signed off by a full member before voting in as a full member by the committee. **ACTION** Dave L to complete the check list for approval at our next meeting.
14. For the BCA we must record the Names and Addresses of people caving as MCG Guests and inform BCA annually of all guest trips - we need to find a practical way of doing that. Guest BCA insurance can only be used for 17 days. To comply with this, we propose that new cavers will have to join the BCA and MCG before their second trip with MCG. Tom H is to ask Wendy Williams how literally these BCA rules should be followed.
15. Our 2020 BCA cards have not yet arrived, Bill C will reiterate the need to book tackle in and out properly in the 2020 membership letter when it is eventually sent out. We should retain signed copies of annual Charterhouse permits.
16. It was agreed that Dan M should buy three new Petzl lights for our beginners' helmets (using primary cells). **ACTION** Dan M.
17. We need to progress the remaining work on the new shed. Both doors are in a poor way (warped) and may need replacing. **ACTION** Doug H to liaise with Russ P, Brian S, K Knight to form a plan.
18. Dave L is to copy the Upper Flood leader information from the old website to the new. We have been asked to consider the lower age limit for an Upper Flood leader. Bill C to check how many Guest leaders we have.

Previous Matters outstanding:

1. 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.

2. **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.
3. 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.
4. MCG must attend the next meeting of the Charterhouse Caving Company – to ensure we remain as key holders.
5. 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 deleted them. Since its hard drive failure, there are no club documents held on the library PC.
6. 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. Jason Kirby might have a lead.
7. **ACTION** Bill C and Doug H need to determine how often we need to conduct a Fire Risk Assessment.
8. **ACTION** Dave L to make a list of the out of date documents on the web site with a view to deletions and updates.
9. Nicky had offered to write/update our protection policy as she has some experience in the matter. **ACTION** Nicky P.
10. **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.