

Mendip Caving Group.

Committee Minutes 15/06/2021

Links

Minutes of meeting 10/05/2021

<https://www.mendipcavinggroup.org.uk/committee-meeting-minutes/>

Committee Present

Bill Chadwick

David Lossl

Nicky Pearce

Mark Edwards

Jason Kirby

Tom Harrison

Editor – position vacant

Apologies

Dan Matthews

Agenda

1. Approve draft Committee Meeting Minutes 10/05/2021
For – 5
Against – 0
Abstentions -0
Proposal carried
2. Carry Forwards (C/F) from the previous meeting:-

Action	Who	NOTES
C/F 1. JK. Car park quotes	BC	ACTION – Bill to add to AGM agenda as a big expenditure item
C/F 2. ME: Consider photocopying capability for library.	DL	New printer/copier purchased and installed. What to do with the old copier? ACTION – DL to try and sell old printer.
C/F 3. DL to put a hard copy of safeguarding policy in the Members Lounge	NP	ACTION: Done.
C/F 4. Update on car charging points	JK	ACTION – Jason to proceed as per last minutes.
C/F 5. Curtains – survey feedback	DL	Votes A -2 B – 8 C – 10 Generally there was a feeling that a more “club appropriate” would be better. ACTION – Nicky to work out cost of Bat and Cave Art curtains plus C then put the 3 options to the members again.
C/F 6. Skip update	JK	ACTION – Jason to sort, either as a freebie if he can, or by hiring a skip as already approved.
CC/F 7. Consider guidance for owners of dogs present in the cottage.	?	Who will be responsible for this? ACTION – Bill to add to the AGM agenda.
C/F 8. Fern Mine Capping and costs		ACTION – CSCC to bill us with costs.
C/F 9. Banking arrangements	TH	Ongoing

C/F 10. Committee to review CIO constitution Rules	BC	<p>A heads up to the Committee that the CIO constitution will need to have accompanying club rules. These should be formulated the Committee Members in relation to the scope of their individual Committee posts. Bill will pass out more guidance and info soon.</p> <p>Any further info on this action?</p>
C/F 11. Consider purchase of picnic benches (pub garden quality, recycled plastic).	BC/JK	<p>Proposal – Tom to approach local business who MCG have helped, and see if they will fund/part fund the benches.</p> <p>For – 4 Against – 0 Abstentions – 1 Proposal carried</p> <p>ACTION -Tom to expedite.</p>

New Agenda Items

Action	Who	NOTES
1. Formerly admit new probationary members (needs committee vote)		<p>5 new probationary members (list to be supplied by Tom)</p> <p>Vote to accept the new probationary members:</p> <p>For – 5 Against – 0 Abstentions – 0 New Probationary members approved</p>
2. Access System management of new/lapsed members - I suggest we 'muster' current member's tag numbers, Last weekend I disabled a lot of non-members.	BC	<p>Bill has deactivated the fobs of most of lapsed members.</p> <p>There are some keys out against numbers rather than names, so Bill will try and identify these and add the names.</p> <p>Bill/David/Jason – to produce an instruction sheet on the process of adding a new member, and the conversion from probationer to full member.</p>
3. Google Group - management of new/lapsed members (our Google Group needs more Admins)	BC	Admin - Club Secretary, Caving Secretary/Librarian
4. Facebook management of new/lapsed members	ME	<p>Flow chart of revisions and process attached (Appendix 1) - Facebook group – process of adding/deleting members</p> <p>ACTION – All Committee to check the process please.</p>

6. UF Warden communications (now Google Groups, needs extra admin(s))	BC	DL to be added as Admin
7. Review UF trainee warden monitoring form	DL	Several changes suggested. These have been highlighted in Appendix 3 UF Trainee Warden Log The original is here https://www.mendipcavinggroup.org.uk/useful-docs/
8. Library storage of archive materials	DL	The process of re-organising the Library is pretty massive, and with the help of James Major, work has started. Key issue is space: <ol style="list-style-type: none"> 1. Remove the desk, its not needed. 2. Remove the safe and replace it with a smaller A4 size version Authority given by the committee for these steps. Archive materials <ol style="list-style-type: none"> 1. Some materials can be disposed of, eg Hut Warden Folders from years ago 2. Some records may never be accessed, but need storing out of the library (In the loft?) eg ancient committee minutes 3. Jason to source rodent proof boxes for storage of these materials Authority given by the committee for these steps.
9. Cottage security and member's missing possessions	BC	Some items of property appear to have been stolen. Club members need to be made aware that this is unusual, but they should be aware that non members and trades people visit the cottage, so it is not advisable to leave valuable items at the cottage between visits. ACTION – BC to come up with a form of words to circulate to members.
10. What to do about Richard's resignation as Editor	BC	ACTION – Tom offered to do the next Newsletter. Thanks Tom. In the meantime we can look for a replacement Editor
11. Garden wall Screening: Hedge or fence		C/F to next meeting
12. Is there a Marquee in the loft? (Brought up at the last meeting) Who is going to look?	JC	ACTION - Jason has kindly offered to check

AOB

1. Work weekend 16th October 2021. No caving, but food and drink will be supplied as a thank-you.
2. Review Committee Role Descriptions in the light of the management items listed on this agenda. ACTION - DL will circulate the Role Descriptions for review before the next Committee Meeting.
3. ACTION – Tom offered to check with BCA to see if members friends, as well as prospective members, need to be recorded on the BCA record sheet.

Facebook group – process of adding/deleting members

- 1 Admin rights– Club Secretary/Treasurer/Caving Sec
- 2 The FB group is for fully paid-up members only.
- 3 The Caving Secretary will arrange trips with prospective members by email or text.
- 4 The Caving Secretary will suggest that newly paid-up probationary members apply to join the FB group. (while also offering them the opportunity to join the Google Groups)
- 5 The Caving Secretary, with Group Administrator rights, will check the Members Requests list, and approve those who are paid up.
- 6 The Caving Secretary will occasionally liaise with the Treasurer to decide what to do with unknown Membership Requests. Most of them will be deleted, as experience has shown that nearly all are not actually interested in becoming a member.
- 7 The Caving Secretary will liaise with the Treasurer after Membership renewals, and will delete lapsed members from the FB group.

This information will be stored on the Website <https://www.mendipcavinggroup.org.uk/useful-docs/>

Management of Prospective & Probationary Membership records

1. The BCA records form will be stored in the cupboard to the right of the PC desk.
2. The Caving Secretary will take responsibility to ensure that prospective members read the BCA insurance info on the website <https://www.mendipcavinggroup.org.uk/bca-insurance/>. A hard copy is in the file.
3. The Caving Secretary will make anyone aware, who is taking prospective members caving, that the trip must be recorded for insurance purposes.
4. After 4 trips, the BCA insurance ceases, and the prospective members must join if they wish to continue caving with MCG
5. The BCA Liaison Officer will need to send this form annually to the BCA.
6. The Club Secretary/Caving Secretary/Treasurer/Librarian will receive the online enquiry forms and membership application forms from the website. This is a preliminary check in case any applications need further consideration
7. The Treasurer will ensure new probationary membership applications are filed online on the Google Cloud Space.
8. The Caving Sec will issue a new Probationary member with a New Members Checklist <https://www.mendipcavinggroup.org.uk/new-members-checklist/>
9. The active New Members checklists will be kept in a folder in the cupboard to the right of the PC desk in the Library.
10. A probationary Member will need to be a member for a minimum of 6 months before they can become a full member, regardless of how quickly they complete the checklist.
11. The Caving Secretary will pass completed forms to the Minuting Secretary when a Probationary Member gets to Full Membership status,. The Minuting Secretary will scan and attach any forms to the next Agenda.
12. The Treasurer will attach the form to the Members online records.

This information will be stored on the Website <https://www.mendipcavinggroup.org.uk/useful-docs/>

Upper Flood Trainee Warden Log

Trainee Name		
Trip Description	Date	Accompanying Warden

Warden expectations

1. Have a sound knowledge of the history of exploration within the cave.
2. Demonstrate a level of caving and leadership ability to ensure the conservation of the cave.
3. . Be aware if one person feels unable to continue, the whole party must leave the cave. Make sure that food and drink is taken.
4. Be aware that no solo trips are allowed and that the maximum group size is 3 plus a Warden. (4 if there is a trainee Warden on the trip)
5. Show an ability to assess the ability and fitness of guest groups before entering UF.
6. Check that guest group kit is clean, serviceable and suitable for the UF environment.
7. Be aware of the particular dangers and conservation in sensitive areas within the cave. Ensure that the group stays together.
8. Have visited (as far as is practicable) all areas within the cave and be competent in route finding, particularly with regard to the main boulder choke
9. Actively participate in conservation and maintenance projects
10. Have knowledge of the cave's rules and guidelines as detailed on the MCG website.
11. Ideally lead 2 guest groups per year.

To enable prospective wardens to meet the criteria listed above, they should participate in a minimum of five training trips, encompassing all open access areas of the cave. These trips should be accomplished in a time frame of not more than 18 months, with at least two different established wardens, both of whom must be MCG members.

This Trainee has met the criteria above and is recommended as an Upper Flood. To be ratified by the Committee.

Warden 1

.....Signature.....Date.....

Warden 2Signature.....Date.....

Ratified by the Committee:

Minuting Date.....

Pass this form to the Librarian for electronic storage.

Club Secretary to add this person to the UF Wardens Google Group