

Mendip Caving Group

Management Meeting Minutes, June 1st 2023

Apologies

Jonathan Roberts

Trustees Present

Bill Chadwick

Jackie Murch

Jason Kirby

Dan Matthews

Tom Harrison

Mark Edwards

Ben Cooper

Brian Snell

Tim Francis

Agenda:

1. The trustees present approved, by a unanimous vote, that the draft Management Meeting Minutes 04-2023 on the website https://www.mendipcavinggroup.org.uk/app/download/12016331/MCG_Apr_2023_Management_MeetingMinutes.pdf were an accurate record of our April meeting.

Actions Carry Forward from the previous meeting:

Action	Who	NOTES
C/F 1. Fire Wardens	JK	ACTION: Jason will arrange online training for, Jackie Murch, Mike Moxon and Mark Edwards. The cost will be £43 each ONGOING
C/F 2. Front Door/lock issues	JK	ACTION: JK ONGOING
C/F 3 Driveway	JK/TH	ACTION: JK ONGOING, Digger booked for 9 th June
C/F 4 Make new investments with surplus funds	TH/BCp	ACTION: Transfer £15K into investments. One lot of £3K done, a second one needs redoing. ONGOING
C/F 5 Library PC Update	BS/BCh	ACTION: Brian Snell volunteered to upgrade our Desktop PC to Win 10, in the meantime, BCh is working on using a donated Win10 laptop to work the Access System. ONGOING.
C/F 6 Move access system database to MCG One-Drive	BCh	ACTION: ONGOING awaiting Access system move to Win 10.
C/F 7 Cottage transfer progress report	BCh	No News
C/F 8 Investment transfer progress report	BCp	ACTION: Two Janus accounts and SVS ONGOING
C/F 9 Change the web-site's Member's Area password	BCh/DM	ACTION: We now plan to do this with DM's first email of 'News'. Dan M plans to get this out during June. Bill C has provided him with access to Microsoft tools.
C/F 10 Treasurer to work with S Porter re Gift Aid	TH/BCh	ONGOING
C/F 11 Complete updates to Cottage Usage Guideline Doc	TH/BCh	ACTION: BCh has passed his comments to TH, ONGOING

Membership Changes:

1. New Probationary Member approvals:

Jonathan Mace, Tess Fitzsimmons

Both were proposed by Mark Edwards and seconded by Wilf Harrison. They were both voted in unanimously by the trustees present.

Going forward, it is important to have the full members proposing and seconding recorded in these minutes. We need to ensure that potential new members have caved with two full members.

2. New Full Member approvals:

Matty Dredge

Matty's completed form was presented to the meeting and the trustees present voted him in as a Full Member unanimously.

3. Transfers to Associate:

None

New Agenda Items:

1. The trustees present voted unanimously to co-opt Matty Dredge as Tackle Master.
2. We considered signage and communication with members re the new £1 day fee. **ACTION:** Brian S will produce some laminated signs from artwork produced by Bill C. Signs to be displayed in the changing room, lounge, kitchen, porch and by the heating boost button.
3. Cottage and Investment transfer updates – covered in the carried forward actions above.
4. Record that we are ready to submit 2022 accounts for the CIO and the old charity (£0 in, £0 out). The accounts were approved by Peat Bennet and have been submitted to the Charity Commission by the secretary.
5. Record that Rebecca Vials has replaced replace Richard Carey as our second Charterhouse Leader (CCC Ltd control the training process).
6. Driveway work. We record the approval, by earlier email resolution, of £650 of expenditure on driveway drainage. Work to commence on the 9th June.
7. Front door locking update – still ongoing.
8. We discussed our 2024 70th anniversary plans. Multiple events might be appropriate – both a formal dinner and a more informal BBQ. We agreed a Special venue is needed for the formal dinner, with easy access to overnight accommodation. It was suggested we invite

Linda Milne to help search for a dinner venue. We will target the AGM weekend for the dinner but be prepared to move it to another weekend. It was suggested we might hire a venue and caterers separately. Brian S, volunteered to enquire about attendance by older members. Members might well bring partners. As a rough estimate, we thought a maximum of 70 might attend a formal dinner. It was suggested we poll the membership with regard to attendance and tolerable cost.

AOB:

Jackie Murch volunteered to help with some of the Librarian / Recorder tasks as we currently lack an in-post trustee for this role.

Bill Chadwick MCG Secretary 7th June 2023