

# Mendip Caving Group

## Management Meeting Minutes, July 19th 2023

### Apologies

Jonathan Roberts  
Jackie Murch  
Brian Snell  
Matty Dredge

### Trustees Present

Bill Chadwick  
Jason Kirby  
Dan Matthews  
Tom Harrison  
Mark Edwards  
Ben Cooper  
Tim Francis

### Agenda:

1. The trustees present approved, by a unanimous vote, that the draft Management Meeting Minutes of June 2023 on our website at [https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG\\_June\\_2023\\_ManagementMeetingMinutes.pdf](https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG_June_2023_ManagementMeetingMinutes.pdf) were an accurate record of our June 1st meeting.

### Actions Carry Forward from the previous meeting:

Action	Who	NOTES
C/F 1. Fire Wardens	JK	<b>ACTION:</b> 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	<b>ACTION:</b> JK ONGOING Latest plan is to use twin electrical release, obviating the need for a key.
C/F 3 Driveway	JK/TH	<b>ACTION:</b> JK ONGOING, mostly complete, some waste left to remove/recycle
C/F 4 Make new investments with surplus funds	TH/BCp	<b>ACTION:</b> Transfer £15K into investments. One lot of £3K done, new cheque signed for second £3K BCp to collect from hut.
C/F 5 Library PC Update	BS/BCh	<b>ACTION:</b> New laptop is working the access system. Desktop PC with BS for rebuild as Win 10. Will keep the desktop to play DVDs. ONGOING
C/F 6 Move access system database to MCG One-Drive	BCh	Closed will keep backups on the OneDrive.
C/F 7 Cottage transfer progress report	BCh	No News. <b>ACTION:</b> B Ch to see how we might chase this
C/F 8 Investment transfer progress report	BCp	<b>ACTION:</b> ONGOING
C/F 9 Change the web-site's Member's Area password	BCh/DM	<b>ACTION:</b> Will be done after bulletin announcement.
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	<b>ACTION:</b> BCh has passed his comments to TH, ONGOING

## **Membership Changes:**

1. New Probationary Member approvals:

**None**

2. New Full Member approvals:

**Ed Ford**

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

The full membership form has been updated to remove the signatory boxes and update the logo.

3. Transfers to Affiliate:

**Jane Baldwin**

Jane was a member a while ago. She is helping Linda Milne find us a 70<sup>th</sup> dinner venue. The trustees present voted her in as an Affiliate Member unanimously.

## **New Agenda Items:**

1. Front door locking – see C/F 2.
2. Driveway. Great job done many thanks to those who helped. Some waste left to remove BCp may take some away.
3. We discussed proposals for a 70<sup>th</sup> dinner at some length. The trustees concluded that it was not appropriate for the MCG to offer a subsidy up-front but might be able to cover a small operating loss. We also confirmed a budget of no more than £55 per head for food. These conclusions rule out the use of e.g., the Bishop's Palace in Wells due to venue hire cost. Linda M, Jane B and Jackie M are going to investigate the Wookey Hole Hotel, which has plenty of reasonably priced accommodation. We may have to go for March to avoid the wedding season. Our recent bulletin announcement has indicated the likely cost to our members.
4. We discussed 70<sup>th</sup> Anniversary Apparel. We are positive about this and will canvas members re favoured colours and garment types. We plan to take orders and also add some extras for stock. Russ Porter has provided details of the supplier used for our 60<sup>th</sup> clothing. Garments are to be embroidered with our logo and include, Polos Ts, Sweatshirts, Fleecees and Hoodies. B Ch to progress this.

5. Dan confirmed that he will shortly issue his first monthly bulletin. This will be electronic only and not printed for distribution to member clubs. It will not be a numbered issue of 'MCG News'. The email notification will include the new password for the member's area of our website.
6. Regarding Cuthberts leaders, we are aware that both Mark E and Mike Moxon have done a considerable number of trips towards obtaining a leadership so are our most likely candidates.
7. Our answerphone is causing us some problems. Call back response time is not good as the phone is not regularly monitored. B Ch has updated our website to state that the phone is only really for contacting folk known to be at the cottage, and urging people to send enquiries by email. If we must have an answerphone, it would be better to use our telecoms provider and have remote access to it. The merit in having the answerphone is to take e.g., messages about new cave exploration opportunities, such as the recently discovered shaft at Manor Farm.

**AOB:**

1. We unanimously approved an expenditure of £300 for gravel to further improve our re-vamped car park.
2. There was some discussion of the poor state of the Tackle Shed door. A replacement may be needed. Thermowood was mentioned as a good stable option.
3. Some clarification about kit hire fees for 'guests' was requested. It was suggested that we simply ask for a donation.

Bill Chadwick MCG Secretary 26<sup>th</sup> July 2023