

MCG Committee meeting minutes May 2019

Present: Bill Chadwick, Doug Harris, Dave Lossl and Nicky Pearce.

Matter arising:

1. There was concern expressed by a member about the taking and publishing of photos at the AGM and dinner. If someone does not want their photo used then they should tell the photographer and News Letter editor.
2. Action from the AGM to record GDPR consent from all members. **ACTION** Bill via an MCG Update email.
3. From the AGM we had an action to look into the costs of printed Newsletter distribution. We will reduce the print distribution to an absolute minimum – it is mostly reciprocal publication exchanges. There is little we can do about printing and postage costs. Once a few copies are printed at high quality, it makes sense to print a few more, rather than try and use a second but lower cost method as well. **ACTION** Bill / Miranda to review the print distribution.
4. For the new constitution, we need to clarify the membership rights of under 18s. We propose to add that adult MCG members are under no obligation to take minors caving on MCG trips and that if a minor caves with MCG members but without their parent / guardian then the parent / guardian must have recorded their consent e.g. by initialling the call-out ticket. The constitution should also observe that other landowner or insurance restrictions may apply. **ACTION** Bill to add some words to the draft constitution. Nicky (**ACTION**) volunteered to produce an updated Safe Guarding policy – there is an existing similar document on the web site.
5. The Committee meeting minutes need to be properly archived and made available to members on the web site. **ACTION** Bill, Miranda and Dave.
6. **ACTION** Bill to re-invite Dave L to the Yahoo group which he is having trouble with - done.
7. Fire Regulations. Keith has arranged for a Fire Risk Assessment to be done this month. We need this for our building's insurance. Do we need PAT testing of electrical devices? **ACTION From the March meeting** Doug to check with Steve Church if this is necessary and if so how to achieve it.
8. **ACTION** Doug has plans to repair the Library Roof and the Foreman's dormer. Doug observed that the Backdoor needs replacing. Securing the new Tackle Store is on hold till the store is finished.
9. Dave requests that some fresh photos are made available for the web site. **ACTION** Bill will ask for some in an upcoming MCG Update.
10. Several of the Forms and Leaflets on the website are out of date. Many can be deleted as they are covered by other material on the web site. **ACTION** Bill and Dave L.

11. At the September weekend we will join the planned Cave Rescue BBQ. In November, rather than go to Cerberus yet again, we propose to have a bonfire at MCG, but no fireworks (because of local livestock). **ACTION** Nicky.
12. **ACTION** Dave L to update the officer email addresses on the web site.
13. **From the March meeting ACTION** Dave will create a member's only area on the website where we can store and access MCG documents. These documents should not include the cottage access guide (key safe number etc).
14. **From the March meeting ACTION** BC to liaise with the new cottage warden 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.
15. **From the March meeting. ACTION** DL. It should be possible for at least one other officer to update the web site. **ACTION** Bill ensure that the new constitution states that at least one officer shall be responsible for the web site existence and content. **ACTION** Dave to put the website admin details in a committee only online document (?DropBox).
16. **From the March meeting. ACTION** Miranda to introduce a 'this year' folder in the library for holding newsletters from other organisations so that they may more easily be found and read by members. To be filed, per organisation, when documents are a year old.
17. There is an ongoing activity to redact personal information from Newsletters so they can be made public on the new web site. **ACTION** Bill. Volunteers will be sought via the next MCG Update. Can be done by annotating PDF and printing to PDF. File size is less important these days.

Bill Chadwick MCG Secretary – 4th May 2019