

CRAVEN MOUNTAINEERING CLUB

Minutes: Committee Meeting (196), Wednesday 12 July 2017, 7.30pm

The Cavendish Arms, Embsay

Present: Sylvia Vida (Chair/Social), Shirley Emptage (Huts), Andy Hudson (New members), , Jon Lury (Gen Sec).

Apologies: Vikki Bassek (Evening Meets), John Ward (Day Meets/Social), Michael Faulkner (Treasurer).

	Updates
1. New Members/Membership:	
04/05/17 Andy Hudson described the New members/prospective/Joining process and has created a document summarising the process. Andy Hudson agreed to keep the role of New members secretary. The age range of prospectives is very broad – mostly 40 to 60 yrs with a few younger.	04/05/17 Complete
04/05/17 Advertising for new members: Vikki suggested we can do cheap advertising via Facebook. What is our current feeling about whether to push increased membership? ACTION No action was agreed, so needs further discussion in the long term– i. Jon to d/w Vikki about how facebook advertising works. ii. Jon to d/w Steve Wilson about a. can we see the number of member logins to the website, b. Is the website well set up to respond to keyword searches (Andy did a search on his phone and CMC came up – suggests it is doing well), c. Can we see how many external hits we got on the website?	a. 13/7/17 Andy emailed everybody to say that we can see basic visitor info by following the links: Dashboard/Jetpack. Steve, as administrator, may be able to see more detailed info.
04/05/2017 Process for Set up of New Members on website and BMC: i. New Members Sec will make the Website administrator (Steve) and Gen Sec aware of new members. ii. GenSec will check Bank Acct * for membership fee payment made by new member (and renewals of existing members at the start of every year). iii. Gen Sec will add the new member to the online BMC MSO system and add the new members email address to the working list (word document) of member's email addresses. iv. Website administrator will create website access for the new member and send them login details.	04/05/2017 Complete except *Jon still to get bank account access.

12/07/17: Barry Hopton new member –Post meeting: Jon to has entered on BMC MSO and create BMC invoice. Jon to circulate updated list of email addresses to cttee.	
12/07/17: General update from Andy for year so-far: 3 new full members (Antony Whalley, John Saxton, Barry Hopton), plus Chris Vernon is re-joining, 4 new prospectives (Amanda, Andrew Sobala, Naomi Dalton, Rebecca Howard), 2 new enquiries (Gemma Pennington, Deborah Walpole). They found us via: 1 via poster at Harrogate wall, the rest via google search.	
2. Communication issues/General Secretary:	
04/05/17 Remind people to sign up for email alerts from website. ACTION Jon to email all members with instructions about how to do it.	04/05/17 Complete
04/05/17 Discussion of relative merits of Website vs facebook - any differences? Relative merits? (The reason for this is that we are dependent on a person who can manage the website which may not always be possible, and therefore it may become preferable to switch to facebook). Vikki recommends FB. Overall it was felt that the website can do more than facebook and the website potentially offers better security. However, the cttee members present did not have enough knowledge of Facebook’s capabilities to fully answer these questions. LONG-TERM ACTIONS i. Jon ask Steve how much expertise is needed to manage the website, could an ordinary mortal do it? Is this a reason to switch to FB? ii. If Steve steps down then we need another volunteer. How much would it cost p.a. to get a vendor to do this? Vikki can you ask your partner? iii. Vikki to demo or describe Facebook functions sometime in the future. Privacy is a major concern with facebook – can we keep some information private and can we control access, whilst also having some info public so newcomers can find us?	
04/05/17 Club committee members email addresses –as far as we can tell these email addresses can receive messages but cannot be used to send messages.	04/05/17 Complete
04/05/17 Emergency contact numbers. ACTION: Jon to check if, and where, the emergency numbers are listed/stored (check website, BMC MSO database, ask Stewart etc. Ask Steve whether emergency numbers can be added to the private members contact list on the website?)	12/07/17 No Further Action. Emergency numbers are currently not stored on the CMC website or the BMC Online MSO database. Cttee agreed that, although potentially the list on the website could be expanded to include emergency contacts, maintaining and accessing a list of emergency numbers is too difficult, therefore don’t do it.
04/05/17 Circulation of Membership list with phone and email addresses?: The consensus was <u>not</u>	04/05/17 Complete

to email it out to all members, but to get members to access it from the website if needed.	
04/05/17 Club merchandise! Suggestions were Hoodies, Baseball caps and buffs. But there may also be other things. ACTION Sylvia to f/u with Vikki. Maybe design a logo.	12/07/17 Old club logo designs were reviewed. Sylvia has got some info from a local company. Ongoing.
3. Huts:	
04/05/17 Communication of Meets and places available. Post meeting note: Jon sent the list of member's email addresses to all Cttee members and Shirley sent out a summary of hut meets.	12/07/17 post meeting: Shirley sent most recent hut update on 01AUG2017. And is aiming to send a hut meets email approximately 3 monthly.
04/05/17 Circulation of event planner: ACTION Shirley to circulate?	04/05/17 post meeting Shirley circulated the event planner. Complete
04/05/17 KMC Hut: ACTION Shirley to email members to explain the KMC hut booking process. (Summary: we have 1 set of keys which can be collected from the huts sec, 4 members can go at one time, space must be prebooked).	12/07/17 Shirley sent details of the KMC hut process with the 01AUG2017 Hut update email. Complete.
SYHA club membership. We cant get a club membership, but if a few individuals join then it should be possible to book for others as guests. Cost saving is relatively minor so this may not be worthwhile. ACTION Shirley to confirm whether any action is necessary	04/05/17 Complete. SYHA club membership is not possible.
4. Finance/Treasurer	
04/05/17 Vikki and Michael now have access to the internet banking.	Complete
04/05/17 2 Fraudulent Direct Debit withdrawals were made from CMC account. The bank has agreed to refund these. Post meeting the bank advised Michael to protect the main account by setting up a separate "paying in account", the details of which can be given to members when they have to make payments, but we can shift all the cash into the main account at regular intervals. ACTION: All Cttee members to respond to Michael with approval/rejection.	12/07/17 All Cttee to give agreement to Michael.. Post-meeting update: Michael and Shirley agreed by email to not do this, and to stay with just 1 bankaccount.
04/05/17 ACTION: Jon to get signatory/access rights to club bank acct (post meeting Michael has sent instructions to Jon). If number of signatories is limited to 3 then it might be necessary to ask Vikki to give up her rights	12/07/17 Ongoing
5. Evening Climbing Meets:	

04/05/17 Vikki reports that evening meets have been generally well attended, with just 1 rained off so far. 12/07/17 Website posts indicate that evening meets are going well.	
6. Day Meets:	
12/07/17 Cycling meets in the evening and day have proven to be popular and ACTION John will organise some more (3 more are already on calendar)	
7. Social	
04/05/07 Photo Competition to occur late October/early November, leading to production of the club calendar. Social events will resume in the winter, but there was some discussion of a summer BBQ, but no decision was reached. ACTION John to f/u. 12/07/17 Discussion of holding photo competition earlier, but no decision reached. Summer BBQ: generally not huge enthusiasm so probably will not take place.	
8. AOB	
04/05/17 Sylvia attending BMC First aid training in the autumn. Possibility to set up a club training session? ACTION Sylvia will report back with options	
04/05/17 Minutes from Last Committee meeting in January 2017 and AGM in March 2017. 12/07/17 Jon Posted minutes onto the website with Andy's help. ACTION Andy gave instructions about how to post minutes on website, Jon to post these for future reference.	Jon to post on website
04/05/17 Donations: We have the members nominations from the AGM. Donations have not been made yet. ACTION for All: donations to be confirmed and paid (either discuss by email or at next meeting). 12/07/17 We couldn't remember the details. Shirley may contact Stewart to see if he can remember, otherwise I suggest to leave this until next year.	
04/05/17 Attendance of Club members at committee meetings: this was discussed but it was decided it would be a bad idea because it would make the meetings longer and make it harder to reach agreement. Members can always join the committee if they want to contribute, and the committee is always crying out for volunteers!	04/05/17 Complete

04/05/17 Circulation of minutes: ACTION Jon to send draft minutes to Cttee members for review, then after approval to post on website and email members encouraging them to access and read the minutes at the website.	Jon to email members.
ACTION: Jon to email members asking them to check their email addresses on the website so to make sure they get email notifications.	04/05/17 Complete
BMC contacted Jon in August to attend a meeting in Manchester to gather members views. The invitation was issued at 10 days notice, during the summer holidays and instructions were not clear (it sounded like they wanted us to collect the views of members, but was not clear). It was a frustrating situation. Neither Jon nor Sylvia could attend.	
NEXT MEETING: Weds 20th September @ Embsay.	