

CRAVEN MOUNTAINEERING CLUB

Minutes: Committee Meeting (201), Wednesday 15 Aug 2018, 7.30pm. The Cavendish Arms, Embsay

Present: Shirley Emptage (Huts), Amanda Marriott and Paul Fairburn (New members), Andy Barton (Evening Meets). Jon Lury (Gen Sec), John Ward (Day Meets/Social), Michael Faulkner (Treasurer).

Apologies: Sylvia Vida (Chair/Social).

		Actions/Updates in BOLD
1	New Members/Membership:	
1.1	15/08/2018 New Members Process: A lot of discussion occurred by email before the meeting. Most of the meeting was taken up with a detailed discussion of the process from first enquiry to joining as a full member.	15/08/2018: Amanda/Paul will circulate the process for final review and agreement after the meeting.
1.2	15/08/2018 Amanda and Paul will do the New Members sec role as a team.	15/08/2018 All agreed. No further action.
1.3	15/08/2018 Andy reminded everybody that the “clock” for the 3 month prospective period, during which they are covered by the BMC liability insurance, starts when a prospective goes on their first meet.	No further action.
1.4	15/08/2018: There is Confusion between members list on CMC website and the list on BMC MSO (Jon has been updating BMC MSO but not the CMC website members list).	15/08/2018 Jon to download the BMC members list from BMC Membership Services Online (MSO) and circulate to Cttee. Andy to add or remove people from CMC website as necessary – But in future Jon should be doing this.
1.5	15/08/2018: Where are the templates for the new members process stored?	15/08/2018 All: to be confirmed.
1.6	15/08/2018: Andy says that there is a tab on the website called “Prospectives” and a list of prospectives on the website.	15/08/2018 All to check it for background information.

1.7	15/08/2018: Andy and Jon went through recent club lists to try to identify prospectives who have definitely joined. As follows:	15/08/18 Jon and Andy to communicate to update members lists where necessary.
1.7a	Dan Justice has paid – make sure he is registered on BMC MSO	15/08/2018 Jon to check. Next step is to make sure he has website member access.
1.7b	15/08/2018: Patrick Needham – has he paid and is he on MSO?	15/08/2018 Jon to check
1.7c	15/08/2018: Ian Dawson – Check he is on BMC MSO	15/08/2018 Jon to check
1.7d	15/08/2018: Andrew Sobala has paid – make sure he’s on BMC MSO.	15/08/2018 Jon to check
1.7e	15/08/2018: Francis (Frank) Trueman. Pid subs in expectation of joining. Jon to make sure he’s on BMC MSO. Andy B knows him and will contact him to check if he has been on any meets.	15/08/2018 Jon to check. Andy to contact him.
1.8	15/08/2018: ex-members who did not rejoin (e.g. Chris Vernon) make sure their website access is ended.	15/08/2018 Andy.
1.9	15/08/2018: people who come on meets but do not join (e.g. Andy Mackintosh). Keep reminding them to join and tell them they are not covered by BMC liability insurance.	15/08/2018 All
1.10	15/08/2018 John Belbin to be made an honorary member.	15/08/2018 Cttee to agree does this mean the club will pay Johns BMC subs? Shirleys comment “I think it’s the role of chair to contact JohnB and let him know committee decision. This should maybe be applied to members >80yrs of age ? Also ask John about his thoughts on BMC membership. My thoughts are that club can pay his BMC fees if he wishes to continue membership”
1.11	15/08/18 Add GDPR to the new members communication.	15/08/18 Jon to have standard text agreed by cttee, then send standard text to Amanda/Paul for incorporation into new member communication.
1.12	15/08/18 Date of Birth is currently requested on the new members communication. All agreed to delete this and instead ask for “over 18? y/n”	15/08/18 Amanda/Paul incorporate into new members application form.

2	Communication issues/General Secretary:	
2.1	15/08/2018 Discussion of different communication methods (website, facebook, snapchat).	
2.1.a	Website is still the Cttee's preferred communication platform. Consensus was to stay with the website and rely on Steve Wilson for technical help (this is still a long-term issue). Andy has been using the website a lot, but in general the Cttee does not know what is on the website and who has access/editing rights etc.	15/08/2018: All: familiarise ourselves with everything that is on the website.
2.1.b	Facebook: is not generally understood by the cttee. And it is not known whether we can have documents available on FB but still protect confidential data (contact lists).	15/08/2018: All: familiarise ourselves with what is on the CMC FB page and how it works.
2.1.c	WhatsApp is working well for the Tuesday evening climbing meets.	No further action
2.2	15/08/2018: Google i Drive: AndyB said that there is a shared "i" drive on Google where some club documents are saved. No other Committee members were aware of it.	15/08/2018 All: decide whether to keep the i drive.
2.3	15/08/2018: Andy confirmed that the CMC website is now HTTPS certified. This costs approximately £50 a year.	15/08/2018: Andy, does this need to be paid every year, and who will do this?
2.4	15/08/2018 GDPR: Jon is overdue with this. Jon suggested a system of asking members to opt out if they have any concerns. For instance to send a standard email to all members informing them of where their personal data (i.e. their contact details) is stored and what it is used for, all paper data will be shredded, and telling them to contact him if they have any concerns.	15/08/2018: Jon to send a draft text to the Cttee for review, before sending to al members.
3	Huts:	
3.1	15/08/2018 Shirley sent out a huts summary shortly before the meeting.	
	15/08/2018 Discussion of Cairngorm SYHA in early March: We can cancel up to 1 week in advance with no penalty. All agreed to book it.	15/08/2018: Shirley to book.
	15/08/2018 Discussion of Arran is booked for Easter 2019 . and Braemar soon after: danger that Easter is late so people may not book a week in a hut when the May Braemar meet is only a few weeks away. Suggestion to book Braemar SYHA which could be for a small number of beds and could be cancelled at short notice if not enough interest. All agreed to book SYHA.	15/08/2018: Shirley to book.

	15/08/2018 Shirley will step down as Huts sec at the end of the year. Shirley kindly agreed to book huts in advance if possible so that her replacement will have some of 2019's huts booked already. See section 8.	15/08/2-18 Thanks to Shirley for doing the huts sec job for 3 years!
4	Finance/Treasurer	
4.1	15/08/2018 Club Bank Account: Currently the Committee members with access/signing rights are Shirley and Michael.	
4.2	15/08/2018 After a period of a few years where the club has been reducing the amount of money in the bank account, all agreed that funds are now at a level where we should stay stable so that we have enough money to cover advance hut booking fees etc.	
4.3	15/08/2018 for the 2019 renewals all agreed to a £20 membership fee with a late payment fee of £3 after 31 st January (the constitution allows for a late payment penalty).	15/08/2018: Jon to inform all members
5	Evening Climbing Meets:	
5.1	15/08/2018 Andy reported that evening climbing meets are going well with usually approx. 8 attendees. The WhatsApp group has approximately 15 to 20 members).	
5.2	15/08/2018 It was noted that Tuesday evening climbing meets are usually the way that new members are brought into the club.	
6	Day Meets / Walking meets	
6.1	15/08/2018 We do not currently have a day meets/Walking meets/weekend climbing meets secretary. It was decided that the area most under-served at present is the walking meets secretary, so Jon will email all members asking for somebody to volunteer for this role We are all hill walkers as well as climbers, but it is difficult to get people to agree a long way in advance to lead walks.	15/08/2018: Jon to email all members asking for somebody to volunteer for this role.
7	Social	
7.1	15/08/2018 should a Photo Competition be run in October 2018, or is a slide show a better idea?	15/08/2018 JohnW and All to confirm preferences.
7.2	15/08/2018: we will soon enter the autumn social period. One idea for a social is an Alps meet slideshow.	15/08/2018 JohnW or Jon L to ask Alps attendees to put some photos on a memory stick and

		attend a pub meet to talk about them?
8	AOB	
	<p>15/08/2018 Constitution update required: Sylvia commented at last Cttee meeting that the CMC constitution needs to be updated to bring it into line with the BMC 2018 template. Sylvia passed a list of comments on the constitution to Jon for further review. Particular items to be checked are: Check language about clubs powers with membership fees and late payment fee for late rejoining; names of meet leaders to be changed to meet coordinators; roles – remove vice chair; GDPR: Triennial (3-yearly) review of constitution; Give author and reviewer details;</p>	15/08/2018: Jon to review constitution and circulate an electronic tracked changes version to Cttee for further review.
	15/08/2018: Club Logbook: the search for the logbook has been ongoing for over a year. Nobody seems to have it. It was last seen after the time of Andy Blakely (so approx. 2010-ish).	15/08/2018 the search is ongoing.
	15/08/2018 CMC Merchandise. Not discussed at this meeting	15/08/2018 Sylvia ongoing as per minutes of 17/05/2018 Cttee meeting.
	<p>15/08/2018 New committee members: Huts Sec: Shirley stepping down at end of year. Jon to ask for volunteers. Chair: Sylvia stepping down at end of year (Shirley may be interested). Jon to ask for volunteers. Walking Meets Secretary: (Amanda and Paul may be interested). Jon to ask for volunteers.</p>	15/08/2018 At some point Jon to email all members to ask for volunteers for these committee positions.
	NEXT MEETING: Aiming for 11 October 2018.	