

## **CRAVEN MOUNTAINEERING CLUB**

### **Minutes: Committee Meeting (202), Thursday 11 Oct 2018, 7.30pm. The Cavendish Arms, Embsay**

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

**Apologies:** Amanda Marriott

		<b>New Actions/Updates in BOLD</b>
<b>1</b>	<b>New Members/Membership:</b>	
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.	<b>11/10/2018: The final version has been sent out.</b>
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.	<b>11/10/2018 Andy/Jon went through recent new members to reconcile the BMC MSO members list and the website members list.</b>
1.5	15/08/2018: Where are the templates for the new members process stored? To be confirmed.	<b>11/10/2018 All: Andy said forms are on Google I drive. Other cttee members need to try to access this. (Post meeting note: Jon tried to access it but could not). Are the joiners forms stored anywhere else and can they be stored on the website?</b>

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.	<b>11/10/2018 Post meeting note: Jon verified that in the members list on the website there is a column called “roles” where you can assign a role of prospective. Therefore prospectives can be listed on the members list.</b>
1.7	15/08/2018: Andy and Jon went through recent club lists to try to identify prospectives who have definitely joined. As follows: Dan Justice- paid, full member, on BMC MSO. Patrick Needham – not paid. Was a prospective. Can be deleted. Ian Dawson – paid, full member, on BMC MSO. Andrew Sobala – paid, full member, on BMC MSO Francis (Frank) Trueman – paid, full member, on BMC MSO	<b>11/10/2018 Post meeting note – Jon has entered Francis Trueman into BMC MSO as a full member, but this might be an error – to be rechecked.</b>
1.8	15/08/2018: ex-members who did not rejoin (e.g. Chris Vernon) make sure their website access is ended.	<b>11/10/2018 Chris Vernon will probably rejoin. Andy has given lapsed members a status of “lapsed member” on website members list. <i>Post meeting note: can lapsed members still access the members area? – No they can only respond to posts.</i></b>
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.	<b>11/10/2018 Jon has sent him the joining information for 2019.</b>
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”	<b>11/10/2018 All agreed that the club will pay his subs, but the constitution will have to be changed to allow this. Sylvia/Michael to f/u.</b>
1.11	15/08/18 Add GDPR to the new members communication. <b>15/08/18 Jon to have standard text agreed by cttee, then send standard text to Amanda/Paul for incorporation into new member communication.</b>	<b>11/10/2018 e: Jon to send text to Amanda and Paul.</b>
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”. <b>15/08/18 Amanda/Paul incorporate into new members application form</b>	<b>. 11/10/2018 completed. Has been deleted from appln form.</b>

1.13	24/11/2018: Post Meeting Note: On 24Nov2018 Amanda and Paul announced they have to step down from the new members Sec role with immediate effect. Andy Barton took over with some help from Jon Lury.	
1.14		<b>11/10/2018: can the committee approve new members by email, without waiting for a committee meeting?. Sylvia preferred to approve new members at a meeting.</b>
<b>2</b>	<b>Communication issues/General Secretary:</b>	
2.1	15/08/2018 Discussion of different communication methods (website, facebook, snapchat).	<b>11/10/2018 Ongoing. Snapchat is v effective for communication for Tuesday Climbing meets.</b>
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.. <b>15/08/2018: All: familiarise ourselves with everything that is on the website.</b>	<b>11/10/2018 ongoing. All cttee members need to familiarise themselves with the content on the website.</b>
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). <b>15/08/2018: All: familiarise ourselves with what is on the CMC FB page and how it works.</b>	<b>11/10/2018: Ongoing. All: familiarise ourselves with what is on the CMC FB page and how it works.</b>
2.1.c	WhatsApp is working well for the Tuesday evening climbing meets.	<b>No further action</b>
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.	<b>11/10/2018: Jon tried to locate the idrive, but could not open it.</b>
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.	<b>11/10/2018: post meeting note: Jon sent a request for GDPR consent to all members and prospectives and lapsed members.</b>
2.5		<b>11/10/2018: Andy B suggested that "mail chimp" can be used for bulk emails.</b>

3	<b>Huts:</b>	
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.	<b>11/10/2018 Shirley booked it. Beware that the door is locked at approx. 10 or 11 pm.</b>
	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.	<b>11/10/2018 Braemar cannot be cancelled, therefore all agreed to not book it. Suggestion of Ogwen instead.</b>
	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. 15/08/2018 Thanks to Shirley for doing the huts sec job for 3 years!	<b>11/10/2018: Shirley sent another huts bulletin to all members and informed members that she is stepping down.</b>
4	<b>Finance/Treasurer</b>	
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 <sup>st</sup> January (the constitution allows for a late payment penalty).	<b>11/10/2018:post meeting Jon sent the request for membership renewal to all members.</b>
5	<b>Evening Climbing Meets:</b>	
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).	<b>11/10/2018: suggestion of getting John Brayshaw to draw up a list of weekend climbing meets?</b>
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.	<b>11/10/2018 Ongoing</b>
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.	<b>11/10/2018 Ongoing</b>
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?	<b>11/10/2018 Ongoing</b>
8	AOB	
	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; 15/08/2018: Jon to review constitution and circulate an electronic tracked changes version to Cttee for further review.	<b>11/10/2018 Jon does not have time to redo the constitution. Michael kindly agreed to look at it.</b>
	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.	<b>11/10/2018 ongoing.</b>
	15/08/2018 CMC Merchandise. Not discussed at this meeting	<b>Post meeting: Paul sent out an email to all members informing</b>

		<b>them of Club logo and method for ordering items.</b>
	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.	<b>11/10/2018 Jon to email all members to ask for volunteers.</b>
	11/10/2018 suggestion for AGM date	<b>11/10/2018 AGM suggested date Thurs 14th March 2019 730pm, to have meal before hand in preference to chips and sandwiches.</b>
	<b>NEXT MEETING: All agreed on Thursday 14 January 2019.</b>	