Craven Mountaineering Club
Minutes of Committee Meeting 217
Sunday 25th April – Held on Zoom

Present:
Roy Bradley (RB), John Brayshaw (JB), Andy Barton (AB), Michael Faulkner (MF), Kara Heald (KH), Dick Winslow (DW), Andy Hudson (AH)

1. **Chairperson's welcome.**
   RB opened the meeting at 8:06pm.

2. **Apologies for absence.**
   None

3. **Adoption of minutes of meeting** 216 held on 9th April 2021
   Proposed: DW
   Seconded: AB

4. **Restarting meets during Covid:**
   There was much discussion, of which the key points were as follows:
   - Risk assessments need to be retained for 3 years, whereas attendance lists need only be retained for 3 weeks
   - The website can be used as the repository for Covid related documents, with the Media Folder being used for the generic risk assessment, and a new folder within File Manager being used for the attendance list – **action: AH**
   - Each meet will need its own specific risk assessment, for which the generic risk assessment should be capable of easy adaptation
   - Each meet will require a designated co-ordinator with access to the relevant area of the website. KH volunteered to act as such for all mid-week climbing meets
   - Attendance on a meet should be conditional on pre-reading of the risk assessment and advising the meet co-ordinator of an intention to attend. The co-ordinator will keep a record of actual attendees
   - Meets will be advertised on the website and via the relevant WhatsApp groups
   - Only members and prospective members will be encouraged to join meets
   - Walking risk assessment is currently work in progress and needs review – **action: All**
   - All risk assessments should be in a consistent format
   - A test website post will be performed to ensure all is working correctly. For climbing this will be the first proposed meet – **action: KH, AH**
   - KH has prepared a draft list of mid-week climbing meets for which feedback is sought – **action: All**

5. **Any other business.**
   - AB updated on status of prospects
   - UWFRA have sent thanks for the club's donation

6. **Meeting closed at 9:25 pm**