

## OUCC Annual General Meeting

### Minutes

11<sup>th</sup> March 2009, St. Edmund Hall, Hearne Room, 8.00pm

Present: Lou Maurice (LM), Paul Savage (PS), Rosa Clements (RC), Jana Schultz, Chris Jackson, Nick Edwards (NE), Chris Day (CDay), Jeremy Welsh, Simon Welsh, Rick Padfield (RP), Simon Goddard (SG), Andy Morgan (AM), John Pybus (JP), Fleur Loveridge (FL), Pete Talling, Chris Cooper (Pod), Jamie Jordan (JJ), Andrew Mawer (AMawer), Hilary Greaves (HG), Steve Roberts (SR), Chris Densham (CD), Tim Guilford (TG)

a) Apologies for Absence received from Steve Roberts (although he actually attended the meeting) and Mike Busby.

b) Ratification of previous minutes

CDay would like:

The committee would like it minuted that PS has done **quite** a good job this term, as regards organising socials.

altered to:

The committee would like it minuted that PS has done **very** a good job this term, as regards organising socials.

All in agreement. Apart from this, the minutes were ratified by the meeting.

c) Matters arising from the previous minutes

1. New T-Shirt order (Nick Edwards)

NE noted that some people have been asking about another order, but as he is a finalist this year, someone else should be responsible for this.

SG agreed to organise another order in the summer term.

**ACTION POINT:** Simon Goddard to organise a club stash order in Trinity Term

2. All club accounts to be settled (John Pybus)

JP suggests this should come under his report (see later)

3. Mice infestation in tackle store (Rick Padfield)

RP erected a sign to order mice away, since then no more problems

NE: "Have the holes been sorted?"

RP: "Temporarily."

SG notes that lots of the food has been discarded and poison spread.

4. Club oversuit repairs

SG notes that Beast Products have offered to repair them and at the end of term this will be sorted

**ACTION POINT:** Simon Goddard to arrange for club oversuits to be repaired

NE notes that the club received £120 for new oversuits from the University

but that we need to buy them first in order to receive the money

JP suggests sending a "holding email" to placate the Uni before the purchase

5. The Chequers as a new social venue (Paul Savage)

PS suggests that apart from their strict closing time, the Chequers is a suitable place to hold the term-time socials, as it is central and fairly quiet.

SG: "not a bad place."

LM/CDay suggests that until someone has a better idea, it's suitable.

6. Meeting with Richard Dodsworth

NE notes that the meeting took place, and Richard had a lot to talk to us about. He suggested a lot of changes to the club but at the time of the meeting the club members did not agree to anything.

CDay: "Did Richard seem happy?"

NE notes that he seems satisfied with our performance in the meeting. He would like to see more students on the committee and the club to be more interested in the University Sports Federation.

FL "Isn't it about time we had another Varsity Match?"

d) Amendments to the club's constitution (see Appendix for proposed amendments)

a) Passed

b) Agree to include the first sentence, remove last sentence

c) Not passed – the amendment does not belong in the constitution and there is already a note in the Code of Conduct relating to that subject

d) Not passed – again, this does not belong in the constitution and we already cover most of what is said by our webmaster and IT committee positions.

e) Not passed – on safety purposes – we need older, experienced members to keep the club running safely. Compromise reached, that we include "register of visiting students" in our remit of allowed members.

f) Passed

g) Passed

e) Ratification of OUCC Risk Assessment and Code of Conduct

Both documents ratified in the meeting and NE noted that the dates on both will need to be updated on the website. SR to do this.

ACTION POINT: Steve Roberts to update RA and CoC on website.

f) Committee member reports

President's Report – Steve Roberts

A smooth year with not much happening, from the Presidential point of view. I have been caving a few times.

Librarian's Report – Steve Roberts

I am slowly moving the club library to my room in St Edmund Hall. We continue to accumulate Journals and a few books, though perhaps the time has come to do a big shop on books and DVDs, as we are a bit low on current stuff of that sort. The website is

steadily growing; I have been able to add in quite a few pictures from past expeditions this year. We should think about how best to deal with survey data and notes, especially from Ogof Draenen and from expeditions.

JP suggests that if new DVDs are bought they should be shown on a club film night.

RP asks if the library can be put on to OLIS

**ACTION POINT:** Library catalogue to be uploaded to the website at least once a term.

(Book list is already on the web - SR)

CDay suggests allowing club members to offer suggestions for new purchases

SR "How much can we spend?"

JP suggests waiting till the Treasurer's report

### Treasurer's Report – John Pybus

Many of you will have noticed that the treasurer has been getting rather behind with his duties over the last year. Last year's accounts are still in preparation and we need to catch up on weekends this year too.

SR notes that, as the Senior Member, he needs to ratify the club accounts, which he has not done for 2 years.

JP apologises and says that the accounts will be sorted out by the start of Trinity Term 2009.

**ACTION POINT:** Club accounts to be presented to Senior Member by the start of TT'09.

Despite this the club is not insolvent; we have almost £1100 in the club account, and though the final tally given owes and owing is not certain it should be well in excess of that. If the club decides it needs to purchase any equipment then I expect us to be able to afford some hundreds of pounds. If required then I suggest the meeting agree to expenditure subject to a report to the committee on the exact state of finances by the end of term.

CDay asks if JP can provide the committee with an amount to spend on the library.

JP suggests about £250 but not to buy anything until that figure is finalised

SR "That's more than enough."

RP would like to see some of that cash directed to the tackle store

Over the years since we moved to Iffey Road, the Sports Fed have not been consistent in forward mail to the treasurer and I have lost a number of statements (and probably some junk mail too). I suggest we cut our losses here. I have collected a form from the bank and intend to get statements directed somewhere more useful. Either to the treasurer's address or to Steve's as he can probably be better relied upon to forward.

HG: "What do other clubs do?" w.r.t. bank statements problem. "Can we change bank account?"

JP notes that changing banks would be difficult, as the standing orders set up to the

accounts would all have to be redirected.

**ACTION POINT:** The club needs a permanent address for statements. John Pybus to direct the statements to his Steve Robert's St. Edmund Hall contact address.

I understand that a brave club member has volunteered to assist in catching up which is heartily welcomed. Catching up will need a lot of my input, so I suggest we have some form of joint Treasurership for now. You never know though we might be able to pursue someone else to take it on for good at a future general meeting.

Club members who haven't paid for any weekends recently can expect a bill soon.

CDay asks if one or more people are owed a lot of money by the club, can they be dealt with first?

NE notes that it would be good to get all club accounts settled

HG asks if JP can send the statements to individual members before they are charged?

JP: "That's how it's supposed to work."

AM (w.r.t. club weekend charges) asks if the club could charge a set amount for club weekends

JP notes that it would not be fair, and it's often more complicated than that.

However, he volunteers to tabulate the average weekend fees.

**ACTION POINT:** John Pybus to make available the average charges for club weekends, to be placed on the website for future guidance.

#### Meets Secretary – Nick Edwards

There has been a number of good meets this term, lots of people coming along. The meets for next term include a Devon weekend and a Yorkshire rescue practise weekend.

SR asks if there are any plans for the club to run an overseas caving trip this Easter.

PS suggests that one may be already in the pipeline

CD says that someone needs to offer to organise it, plenty of people are keen to go

PS would like to congratulate Nick on a great job as meets secretary

SG thanks Lou Maurice for organising a brilliant training weekend in Wales.

#### Social Secretary – Paul Savage

The Annual Dinner was a particular success this term; the Jericho Cafe was very friendly and the Harcourt Arms and Half Moon were very accommodating afterwards. Also, Clive Westlake's talk was great.

There have been some less well attended nights too – particularly the Pub Crawl; I would suggest that the club should support their club and their social secretary, as in the future they may stop organising events.

The Chequers Inn continues to be a suitable pub for term-time meets.

### Tackle Store – Rick Padfield

The tackle loss rate has gone down, and the rechargeable batteries are still all there and the system is working well.

CDay: Is there anything we particularly need?

RP notes that not too much is required

JP suggests that some larger sized wellies would be a good purchase

JJ (size 15) notes that they cost about 3x as much as normal wellies

SR also suggests buying some smaller sizes (4's and 5's)

RP agrees

**ACTION POINT:** Future tackle store manager to purchase freak-sized wellies.

The meeting thanks Rick for a job well done.

g) Election of 2009-2010 committee members (moved up the agenda)

Members standing down: Nick Edwards (Meets Secretary)  
Rick Padfield (Tackle Store manager)  
Chris Densham (Safety Officer)  
Chris Day (Club Chair)  
Lorna Wilson (Women's Officer)  
Paul Savage (Secretary)

Lorna Wilson has offered to stand for Meets Secretary. Proposed by Nick Edwards; seconded by Fleur Loveridge. Majority in favour.

Paul Savage has offered to stand for Club Chair. Proposed by John Pybus, seconded by Nick Edwards. Majority in favour.

Jamie Jordan has offered to stand for Tackle Store manager. Proposed by Paul Savage, seconded by Rick Padfield. Majority in favour.

Andrew Mawer has offered to stand for Secretary. Proposed by Rick Padfield, seconded by Hilary Greaves. Majority in favour.

Lou Maurice happy to stand for Safety Officer. Proposed by Steve Roberts, seconded by Chris Densham. Majority in favour.

Steve Roberts (President and Senior Member), John Pybus (Treasurer), Pod (IT officer) and Andy Morgan (DTT Editor) all offer to continue in their roles. No challenges to their positions are given.

Women's Officer role left unfilled – to be elected at a later date.

## h) Points of Discussion

### 1. Club weekends/social events for Trinity Term 09.

SG suggests a Robinson Hole permit

HG "anything on Fountains Fell"

JP "Marble Sink"

AM "Agen Allwed (sp?)"

PS "Derbyshire?"

HG "There's no caves in Derbyshire." Also suggests having the rescue practise early in Trinity Term

PS asks if we should get Gavin Lowe involved

NE agrees; proposes weekends on the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> weekends of term

LM suggests a punt party and BBQ for summer term events.

**ACTION POINT:** Paul Savage to talk with Andrew Mawer to handover the secretary's duties.

### 2. Update on the sales of Proc. 14.

The Proc received a positive mention in Descent which lead to a number of sales. The initial print run of 100 has now run out. Somewhere between 1/3 and 1/2 of these were donated to club libraries, sponsors etc., the rest have been sold. Inglesport have also taken a few.

We plan to order another 20 or so copies, both to satisfy any remaining demand and so the club has a small stock to swap with other clubs/visiting speakers etc. Our on-demand printer, lulu.com, allows us to make the the proc available for sale online. People can order from Lulu's site and have it printed and delivered straight to them. We think now we've sold our initial stock we should enable this and add a link from the club website.

SR asks if John Pybus could convert the proc to HTML.

HG says it would be too much work

JP offers to send SR a HTML contents page

**ACTION POINT:** John Pybus to send Steve Roberts Proc. 14 contents page in HTML

### 3. Update on Procs 15 and 16

FL thanks the club for their support on compiling Proc. 15 and says that it be a while yet – work is ongoing. She is still waiting on input from Tim Guilford.

Apparently Proc. 16 may be published very close after 15, but this is a rumour.

### 4. The club's approach to lending personal kit

LM suggests that the lender and recipient should organise the kit and be individually responsible

HG notes that in practise this would be complicated and need to make it easier for novices to borrow kit. With this in mind she suggests that the club should underwrite all loaned personal kit.

SG suggests that the inventory of personal kit should be done by the owner before it gets loaned.

NE agrees but notes that a weekend organiser has to be very careful when loaning gear and, ideally, should do another inventory before leaving the caving area.

LM notes that, because the gear order is not until the summer, freshers who join in the winter go a long time without buying their own kit. She suggests a second gear order.

JP notes that Lou's point is the ideal situation but suggests it might not be workable – a first year student would not purchase an SRT kit one term after starting to cave.

SG notes that the club has never made an active decision to buy and maintain club kit. The SRT kits the club “owns” are in fact old members'.

JP also suggests each club kit should have a laminated inventory and colour coding unique to each kit to keep bits from going missing.

**ACTION POINT:** Jamie (new tackle store manager) to colour code and inventory all current club kits and to encourage all lenders of personal kit to provide the club with an inventory.

**ACTION POINT:** Paul Savage to compose amendment to the Code of Conduct that implies that the OUCC will buy and maintain its own SRT kits. Also, that the recipients of personally loaned gear will be liable to replace any lost items of kit while in their charge, but that the club will, if no monies are forthcoming, underwrite any loss.

JP suggests replacing shock cords and cowstails annually and that we should try to purchase at least one more full SRT kit

NE notes that one of the club kits needs a Stop to be complete

HG “it would be nice to have 4 kits”

**ACTION POINT:** Mandate the club to have at least 4 complete SRT kits after the gear order.

AM suggests that the club should encourage personal kit to be properly labelled and a list of colours be placed somewhere obvious (I.e. tackle store, website).

**ACTION POINT:** Club to set this up

## 5. Picos Expedition Progress

NE notes that he has not done much recently, but the expedition is on track.

He also notes that we need more people.

PS notes that fund-raising is coming along and that he will need the spreadsheets from Hilary to start his accounting of the expedition

JP asked what the diving status was on expedition

NE responded that the University knows that the diving is a side project of the expedition

CDay asked if we can advertise the expedition to friends

NE “YES!”

i) Any other business?

None.

j) Date of next meeting

Andrew Mawer to schedule next meeting.



## Appendix 1 – Proposed Constitutional Changes

- A) Append to 2. a) the sentence "At the time of the adoption of this Constitution the Club is designated by the Proctors as an established sport"
- B) Replace 2 c) with "The Club shall observe the Code of Conduct on Safety Matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the Area Safety Officer (Sport) ("the Safety Officer"). If and for so long as the Club is responsible for organising an inter college competition, the Code of Conduct shall include guidelines and appropriate risk assessments for that competition. "
- C) Add the following as 2 d) (new clause) :

"No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the Director of Sport. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the Director of Sport, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip."

- D) Add the following as 2 e) (new clause):

"The Club may apply to Oxford University Computing Services ('OUCS') to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by OUCS it is the responsibility of the Club:

- i. to designate a member of the Club entitled to a University e-mail account (as defined by OUCS rules) to act as its IT Officer, whose duties shall include assisting the Secretary with the website referred to in paragraph 16 g) below, liaising with OUCS about the use of facilities allocated and passing on to his or her successor in office all records relating to the use of the facilities allocated;
- ii. to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University Guidelines for Web Information Providers, co-ordinating and regulating access to the web facilities use by the Club, and assisting the Secretary with the website referred to in paragraph 16 (g) below;
- iii. to comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;
- iv. to ensure that everyone responsible under i) - iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of

OUCS."

- E) Replace point 5, which currently states "All matriculated members of the University shall be eligible to become members of the Club." with "All student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University."
- F) Add the following as 20 i) "take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contact, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Safety Officer under paragraph 2(d) above;"
- G) Add the following as a new point between existing points 21. and 22. "The Senior Member shall:-
1. hear appeals from removal from membership under paragraph 6 above;
  2. following paragraph 17(i) above, consider the accounts of the Club and sign them if he or she considers them to be in order;
  3. ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 16 and 17 above; and
  4. be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities."