

SEVERN VALLEY MCC COMMITTEE MEETING

Ledbury Rugby Football Club
1st January 2023; 14:00

Committee Members Present:

Chairman - Dave Blissett
Vice Chairman – Mike Moloney
Rally Officer – Chris Windmill
Treasurer – Bobbie Moloney

Member – Amanda Windmill
Member – Janet Emeney

Guest attendees:

Karen Sheers (notetaker)
Joanne Hale
Kirstie Lamberton

AGENDA

Item No.	Topic	Lead Officer
1	Welcome	DB
2	Committee Secretary vacancy	MM
3	Rally Programme 2023	CW
4	Any other business	All

MINUTES OF MEETING

(Non-verbatim)

1. Welcome

Chairman opened meeting (14:10) and welcomed Members and Guests to the meeting.

2. Committee Secretary vacancy

- MM Secretary's job to discuss.
- JH Does Mandy want to be the Secretary if we help with some of the tasks.
- AW No, happy to stay on the Committee but not as Secretary. Need personal details removed as contact.
- MM Need to have Secretary details in the Rally News book. We need to set up a new Secretary email.
- CW Can we put in an email address and remove the phone number?
- JH Can we all have access to log in and read, action emails. We need a named person if Mandy doesn't want to do it.
- MM I'm happy to be the named Secretary and for my phone number to be added.
- BM Mike can't be both Secretary and Vice Chairman, it's too much.
- CW We don't need to have a Vice Chair.
- MM We need a Chair, Treasurer, Secretary and Rally Officer.
- AW They don't put the Rally Officer's details in the book anymore so the Secretary gets the calls about the rallies.
- CW Are Jo, Kirstie and Karen happy to split some of the tasks between them to help out and ease the burden.
- JH, KL, KS Yes.
- AW I'll stay on the Committee as a helper.
- JH What duties will you want us to do? We don't want to duplicate or miss anything.
- MM Are you [Jo] happy to prepare the rally write-ups?
- JH Yes, as long as I can get all the information.
- CW The rally hosts send details in to Bobbie; the rally form will have the number of vans and Bobbie can tell you how many were from each Group. Bobbie can send the details to the Secretary email.
- KS If you create a template form and put it in the rally packs, hosts can fill in some of the information for you. What was the weather like? What activities were there? Was there a hall to use? A raffle?
- MM When you've drafted the write-up, you can send to anyone of us to proof read. I'd be happy to do that. Then you can send it from the Secretary email to the office for the rally news. What about minutes of meetings?
- KS I'm happy to do the minutes; they will be notes so non-verbatim.
- KL Karen might not be at all the meetings.
- MM I'll be first reserve. If Karen can provide a template format, maybe a series of headings, I can be first back-up.
- AW I have the club Dictaphone that Karen and you can use also.
- JH I can't commit to attending all of the rallies.
- DB The host should write it up.
- JE We could ask the host to phone Jo and tell her what happened on the rally.
- DB The rally reports don't need to be long and detailed; keep them short.
- KL All the rally sheets go to Bobbie, then we try to have a generic write-up or a short template.
- MM Some cover a page, some a couple of inches, so it could be something succinct Jo.
- JE When Roger did it years ago, there were a set number of words allowed.
- KL What else is needed?

MM Greeting new members. Part of Secretary role?
 AW The Secretary is supposed to write to new members to greet them but we don't have their details. We can't access the information.

MM Is it worth talking to Ron about getting an up-to-date members list?
 KL Yes. Once the new Secretary email is set up, you could ask Ron to send the details to that email address.

CW So, email needs to be set up. Can we get it set up this week? A Gmail account?
 KL I will try to do it now, when we've finished the meeting. Then Mike can give the email address to Ron.

CW Mandy's not been able to access the Secretary emails or any of the stored information on the laptop; the account has been locked out.

MM We will see what comes in for new members before deciding what we need to do in regards to writing to them. We'll need to stop emails going to the old account.

CW Jeremy could add the new email to the Severn Valley website.

BM Is there any point in trying to unlock the Secretary laptop? The laptops are very old and slow.

AW No, no point.

BM I've got a load of information on a memory stick.

KL We've all got our own laptops so we don't need it.

DB Let's start afresh.

MM We've got some good records, but some bad and can't be fixed. So will try to sort out the good ones.

KL Just a thought. Where do we stand with GDPR? If we have access to the spreadsheet of members. I'm looking at Karen with her Data Protection knowledge.

KS It's not an issue provided we only use the information for the purposes it was provided and we keep any personal information confidential. We will only be using it for communicating club information to our members.

AW We've never been asked to sign anything.

MM Food for thought.

JH Do we have master copies of documents and forms?
 BM Some things on a stick.
 JH Can you email any template documents/forms to us? We need to share those; they can't just be with a couple of people. We need wider access.

MM Yes, we need to widen for feedback.

BM We have got all sorts of forms.

DB Rally packs. Last year some hosts had no packs.
 CW There was limited information passed to me from Allen but if I had information, I did try to get it to the hosts. There were some that I couldn't get the packs to in time. I'll try to put together rally packs for the hosts this year.

DB How will you get it to them, to the hosts?
 MM You could email packs to some people.
 JH Some people might have email but don't have printers. You could ask them whether they prefer to have a pack by email or by post.

CW Yes, I can also answer any rally questions that come to the Secretary email if you forward them to me.

MM The rally programme on the website is a bit cumbersome, but we can use that and Facebook. Kirstie could add information to the Facebook Files section and then add the hosts details to the rally list.

KL Is there anything else you would like us to do?
 MM No, I think those things would help a lot.
 AW What about the bereavement cards and updating bereavements on the website?
 KL I'm happy to pick up welfare and Facebook admin.

Actions arising:

MM

- contact Ron to confirm MM is new Committee Secretary and provide the new email and phone number.
- request an up-to-dated SV membership list from Ron.
- request update of Committee membership for SV Website by Jeremy.

BM

- confirm van totals and Group's split to JH after each rally to include in write-up.
- forward any masters of forms/documents/templates to the Secretary email.

KL

- set up a Gmail account for Secretarysvmcc@gmail.com
- share new email details for MM, JH and KS.
- manage welfare actions and Facebook admin.
- add rally programme to Files section of SV Facebook page to include any known hosts.

JH

- provide write-ups for rally news with MM to proof read.
- create form for host's rally pack to aid write-up.

KS

- notetaker/minutes of committee meetings.
- MM to proof read minutes, KS to circulate to Committee and send to Jeremy to add to website (pdf format).
- create Meetings agenda/minutes template document for MM to use.

3. Rally Programme 2023

CW Anyone know Sharon and Andrew Marshall? They have offered to help out at rallies.

KL Don't know if they are members. I'll have a look on Facebook ... yes, they are members and it looks like they will be Severn Valley.

CW We have hosts for Upton and Welland but they could provide help at Upton. I'll message them.

MM Where do we need hosts?

CW I haven't got the details with me so I'll have to let you know. The next rally will be Yew Tree and we've got hosts for that one.

JH It's us.

DB I like to do Hereford.

CW It's an extra day now so you'll need to extend it. It was 1st – 7th May but there's an extra day for the King's coronation so we might have the Monday as well.

JE You never told me it was a whole week I was helping.

DB Oh, didn't I?

CW Not getting the attendance we had before, so we need to try to promote the rallies as much as we can. Can we fill Facebook with pictures from this weekend? That should help encourage people to attend our rallies this year.

MM Yes, good idea; and the website.

AW Everyone had a good time.

CW I've been approached by the members from other groups this weekend, they're asking for our rally programme.

KL We had thanks from the NWMids visitors and from the SWWales group. They said this was a fantastic rally.

KS We've had lots of positive comments.

CW We've got the rally programme on the Website and I'll make sure it's on Facebook too. We've had rally books from some of the other groups sent to us.

KL If you send the other groups books to me, or take photos and send them to me, I'll advertise them on our Facebook page too.

CW Some of them have been professionally printed, some not. We are printing ours. We've got to envelope them and send them to Malvern to be posted out. The Secretary has to send our programme to other group secretaries. We have about 360 members to send our programme to.

KS We should keep it simple. One side A4 with a list of the rallies, nothing fancy or complex. We need to keep costs down.

CW We've got to buy 400 envelopes.

JH Get the ones that are easy to seal.

AW Yes, we'll have to put the programmes in and seal them, get them to Malvern for posting.

JH Are we looking for a site to replace Shipston?

CW Yes, I have one place to contact this week but it will be difficult now to find a replacement.

KL We need to take Shipston off the website.

CW Yes, Jeremy will do it and I'll put out an update on Facebook. We are struggling to confirm prices at the moment. With the cost of living and increase in electricity costs a lot of sites are waiting to see what happens in the next few months before confirming costs.

BM Do we need to pay deposits for any?

CW No, rarely need to do deposits. Rally prices will be going up though. We might also have to cancel Dudley & Kingswinford Rugby Club. It's a £1,000 set fee for the room and carpark. It's a lot of money to find when numbers attending are dropping. We would need to fill it.

DB Dave, you mentioned Dowty Sports, Gloucestershire. What's that like?

JE Yes, but I've only seen their carpark in the dark!

JE We've been there before, years ago, but there was a bust-up.

DB That's all sorted now.

KS Can I just confirm; are members agreed Dudley & Kingswinford is to be cancelled?

Committee Yes, agreed.

CW Need to push Dowty this week and could then get it advertised. Are you [DB]able to visit or contact them?

DB I could drive back that way on my way home, check it out.

Actions arising:

- CW
- Contact Sharon and Andrew Marshall to accept offer of help; suggest assisting at Upton.
 - Extend Hereford Rowing Club to include 8th May.
 - Purchase 400 envelopes for rally programmes.
 - Finish printing programmes, stuff envelopes and send to Malvern for posting.
 - Ask Jeremy to remove Shipston and Dudley & Kingswinford from the Website and put an update on Facebook.
 - Cancel with Dudley & Kingswinford Rugby Club.
- KL
- Put photos on Facebook and send photos to Jeremy for Website from this weekend.
- DB
- Visit Dowty Sports to see if carpark suitable and site available for 10th -12th February.

4. Any other business

- KL Just a point of note, the minutes are to be published. We need clarity around the Secretary arrangements.
- CW You are co-opted to help the Committee Members with specific tasks.
- JH We are not Committee Members; we are not going on the committee. That's not what we want.
- MM Agreed, you are not on the committee, you have been asked and kindly agreed to provide some assistance to committee members. I am the new Committee Secretary.

Meeting closed 15:15