2nd Draft Meeting Minutes 13th January 2014

Present: Sé (chairman), Dave (Secretary), Kevin (training officer), Benedicte (librarian), Declan (treasurer), Cillian (membership), Vanessa & Sinead (meets), Cearbhall Daly, Christy Rice.

Attending: Tony (President), Peter Wood

1. The minutes of meetings on 22nd November and 9th December were accepted

Correspondence

Minutes of AGM were received from the outgoing Secretary and it was agreed that they should be published in the next Newsletter. Constitution on the IMC website should be updated by the Secretary with the change concerning expedition grants

Auditors' report and accounts for 2012/13 not yet received.

Geraldine Murphy is planning to organise a table quiz fundraiser for Glen of Imaal Mountain rescue. Host Tina Gates has requested €100 payment and been offered one year free membership of IMC. The committee agreed that the IMC should not pay Tina for this event. The committee agreed that the €100 fee for the room could be paid but efforts should be made to get this reduced. The President (Tony) agreed to report back to Geraldine

A letter was received from Paddy O'Leary outlining the fact that he may require future funds to enable completion of the book on the history of Irish mountaineering. The committee agreed that such requests will be handled as they arrive but in general the committee is highly supportive of the project.

Applications for election to Full Membership were received from Niall Ennis, Niall Hedderman, Paul Keane, Fjon Klien, Jon Smith, Maria Duffy, Colm McMahon, David Jacobs, Colm Peppard. All were approved. Paul Neary, Sinead Rickerby and Vanessa Sumner were approved as Full Members by the previous Committee but this was not noted in the minutes.

1. To agree proposed purpose of and procedures at meetings as per attached document (Appendix 2).

   This was agreed by the committee

2. To decide whether to include a system of administering membership records in the new website.

   The database of members on the website should be the central repository of membership information.

3. To review progress on upgrading website
   - Peter Wood was in attendance and gave a web update. With regards to the website the committee agreed –
   - The forum (viewing &posting) should be restricted to IMC members only
   - A blog on the website will be the method of posting new articles
   - Anyone not paying their IMC sub by the 31st January will be locked out of the forum.
   - Vanessa and Sinead will gather photos for the new website

4. To review progress by Bénédicte Reau on creating IMC notebook/diary.

   Benedicte presented the new notebook and the potential costs involved.

   The committee agreed that €15 would be too much to ask for this. A lower quality version at a lower price point would be more appropriate. €6 + €2 (p&p) would be the maximum but even this was considered a bit high.

5. To review report from Membership Officer, Training Officer and Meets Officers on

   a)whether existing Associate/Full Member structure can be incorporated into training and made more meaningful and make any necessary decisions.

   b) Actions to be taken arising from Andy O Connor survey.

   No report received.

6. To review Training Officer's plan for coming year and make any necessary decisions.
   The Secretary apolgised for not circulating the proposals circulated by Kevin. Kevin read his proposals to the meeting. The Secretary will circulate Kevin's document and Committee members should review the proposed dates and revert with any comments. The committee agreed that Kevin should fully document the proposed method of charging for the introductory course.

7. To review progress by Ian Christie on setting up an incident log and make any necessary decisions.
   No update – Ian not present

8. To review progress by Publicity Officer on creating an outline communication strategy within the club and make any necessary decisions.
   No update – Ian not present. The Chair reported that Ian has insisted that while he agreed to produce "something" to this meeting he did not agree to produce an "outline communication strategy". The Chair pointed out to him that the term used in the agenda was an effort to give a meaning to "something" which Ian has not yet defined.

9. To consider possible action to document officers' roles to avoid loss of lessons learned.
   In correspondence with the Chair Cearbhall had drawn attention to the fact that the Chair, Secretary, Hut Warden, Webmaster and Publicity Officer operation methods and advice are documented on the website. There is no information for Meets, Membership, Training, Treasurer or Librarian.
   It was recognised that the procedure of passing information verbally from outgoing to incoming officers is hit and miss and that should any officer become unavailable during the year it would be difficult for a replacement to know how to proceed efficiently.
   It was agreed that the officers who had been let down by their predecessors would work on making good.

10. To consider suggestions for one-off fundraiser for Mayo Mountain Rescue.
    Tony Barry offered to do the Reek walk barefoot sponsored. His offer was accepted.

11. To consider suggestions for setting up Disaster Plan.
    The committee agreed that the Disaster Plan should be flexible. The Secretary, Chairman and President convening in person or by telephone will determine a plan of action for each case as appropriate.

12. To become aware of existence of liaison group with DLRCC and MI on question of Dalkey Quarry and instruct Secretary to make contact.
    The committee agreed that the Secretary (Dave) should follow up with Terry O'Neill to confirm that the existing liason group would still be willing to work on futures issues as they arise.

13. Officers' reports
    - Hut Warden
      - Nothing to report
    - Treasurer
      - The treasurer has circulated accounts for the month of December to the Committee. There were no questions.
    - Meets officers
      - The meets secretary outlined that the Nepal society was having an open day. It was agreed in principle that we are interested in supporting this but will need more information before making a firm decision.

14. The next meeting will be held on the 17th February, 8pm

AOB 1 Sinéad spoke about her uncertainty as to where she should direct people who approached her about joining the IMC. Sé was asked to ask Cillian to make proposals to a future meeting on the subject of how such approaches to any club member should be handled and how the new member is to be inducted into the Club.

AOB 2:The President (Tony) suggested that a good investment would be to purchase a basecamp tent for use at beginners meet, weekends etc

Appendix 2

IMC Committee, what we do & how we do it

General

The IMC has a purpose which is set out in the Constitution and this purpose has not changed in the 60+ years of its existence. The methods to achieve this purpose have changed gradually over time. We should always hold onto the good ideas from the past but we should not be slavish and should be open to coming up with good ideas and passing them onwards.

The Committee is responsible for administering the affairs of the Club in accordance with the Constitution and policy decisions by AGMs. Circumstances may arise where a matter is not provided for in the Constitution or elsewhere and in these cases the Committee will take such action as it believes is in the best interest of the Club but such decisions will be put before the following AGM for approval if we think they are the way forward and should be remembered.. We expect that this will rarely happen.

It is not required that officers do everything themselves but it is required that they organise so that everything that needs to be done is done by someone. One of the functions of a club is to bring people together. Getting people to do things for one another is part of this.

At meetings

The main purpose of meetings is to identify actions that need to be done and problems to be solved, discuss them, agree the best solution and then confirm an owner responsible for implementing and an agreed time by when actions should be done.

Any item on the agenda will be proposed and seconded before discussion begins. This is just to make sure that there is a minimum interest in the subject.

Every member is entitled to speak without interruption on the subject under discussion when invited to do so by the Chair. The Chair will decide the order of contributions but may not prevent any member from speaking at some stage of the discussion. We will all try to avoid windiness.

The Chair will not propose or second any item. The Chair will not vote at any Committee meeting except in the event of a tie. The Chair is free to state an opinion on any subject being discussed.

Between meetings

Individual officers will operate as laid down in the Constitution and get on with their work without the need to look over their shoulder but if they are doubtful about doing something they will seek advice at the next meeting or, if the matter is urgent, ask the Secretary to seek views of other Committee members by email. Action can be taken on the basis of the outcome of such consultation and this will be reviewed for future use at the next Committee meeting.

Think ahead. If you want an item discussed at a meeting you should tell the Secretary beforehand so that it can be included on the agenda to be circulated before the meeting. Don't include items for discussion in Officers' reports but send them to the Secretary to be listed on the agenda so that everyone has a chance to think about them.

Officers will circulate a written progress report to all committee members at least three days before any meeting. It is accepted that reports may vary in length from one line to 2 or 3 pages and that there is no need for padding. At some stage each of us will have nothing to report and will submit a three word report but we will submit it.