

OGA - GMC Meeting Minutes
Little Ship Club, London, January 28 2020

	Present: Patrick Vyvyan-Robinson (President), Colin Stroud (Secretary), Tony Kiddle (Treasurer), Mary Gibbs (Membership Secretary), John O'Donnell (Log/Online Editor), Julian Cable (co-opted Boat Register)	
1.	President's Introduction: Patrick stated that he was thrilled to be OGA President and welcomed everyone to a new, open and forward looking GMC.	
2.	Membership: Regarding the "What Prompted Joining" field on the membership form, Tony to remove the mandatory (red-asterisk) requirement on New GOLD and the choices to be added later. Julian to do the same for the website form.	TK JC
	Mary to provide Colin with the list of members that have not consented to be in the Year Book as well as the correct wording for Colin to put in an email to those members, requesting consent by February 13.	MG CS
	Objective is to print and send out the 2020 Year Book with the March Gaffers Log	JOD
	Colin to update Mailchimp with latest GOLD data	CS
3.	Systems & Admin: Tony to obtain offer from David Thorne, regarding security updates/tasks for Drupal website, that clearly specifies exactly what he will do, over what timeframe, for the £420 quoted fee. Julian will provide Tony with recommended list of tasks for comparison.	TK JC
	In light of the fact that Drupal is becoming unfit for purpose for the OGA, and the cost of maintaining the website has significantly increased, there is an urgent need for a new solution. The GMC have agreed the following:	
	3.1 The Communications Sub-Committee will develop a detailed IT Checklist based on what we can do on the existing site, and the requirement going forward, to benchmark future proposed solutions. See checklist in attachment below or here https://docs.google.com/spreadsheets/d/14vDIGJxuDqGTUGJQN06BKL_oFJK6uwHUMG6CA1999kg/edit?usp=sharing .	TK JC JOD
	3.2 Move the OGA website to Schools Online as an interim solution as soon as practically possible. Schools Online is Tony Kiddle's company and he has provided the GMC with the cost, assurances that his solution is capable of meeting the requirement, and a timescale for delivery. A working version will be demonstrated to the GMC in early February. The GMC recognise that Tony's commercial interest represents a potential conflict of interests which will be addressed by ensuring that he takes no part in decisions which might benefit those interests.	TK JC
	3.3 There will be no immediate change to the Boat Register.	JC
	3.4 Complete due diligence against the IT Checklist on Schools Online and on an alternative solution.	TK JOD JC
	The Statement Of Requirements document, reviewed with the ACM on Jan 11, will be enhanced to include Next Steps, and kept up to date.	TK
	Regarding Sailing By, Tony is moving the OGA content to the main website, John to review SB website to ensure all trace of OGA branding has been removed.	TK JOD
4.	Historical Document Retention and Archive Policy: Colin to put updated Document & Photograph Retention Policy document in the Document Store. Communications Subcommittee (see below) to find a solution to implementing the policy.	CS

5.	Communications: John confirmed that all Log digital files will be copied to the new pre-press/printer/fulfilment supplier, Matthew Power of Solitaire Creation, and will get an additional copy as backup on the OGA server from Xited. John confirmed, after reviewing quotes and taking advice, he will be placing the contract for the March issue of Gaffers Log with Mathew Power of Solitaire Creation. After the March edition of Gaffers Log, John to review the format of the Log to reduce the production and distribution costs while retaining value to members. Colin to send draft Log/Online Editor job description to John for review and refinement. To reduce the risk of copyright issues, John to draft the wording to go in the website as part of the mandatory T&C acceptance. It is also proposed that the new website is set up so that when contributors 'publish' their content, it doesn't go live until it has been checked by the site administrators. Review of Editors role with respect to Facebook will be postponed until the next GMC meeting.	JOD, CS JOD JOD CS/JOD JOD, TK
6.	OGA Governance: After reviewing the GMC constitution, priorities for the future and Beverley's report to the last ACM it was decided to not have an "IT Consultant" role in the GMC and to form a "Communications Sub-committee" looking at the collective systems for communicating with/for members. Sub-committee members are John, Julian/Alison and Tony. All to look at the current OGA Rules prior to a review at the next GMC meeting.	JOD JC AC TK All
7.	Youth Fund: The application from the BC Area was approved. Patrick to let them know and request details for the Log.	PVR
8.	RYA Dinghy Show Feb 29 & March 1, 2020 The live spreadsheet of tasks was reviewed and amended.	
9.	Merchandise: Existing supplier of branded clothing, Essex Embroidery & Print, should no longer be used. Link and details to be removed from the website by Julian. John to instigate debt recovery. A new supplier will be chosen, in consultation with Marion, as part of a branding review, below. No links to EE&P to be in the Gaffers Log.	JC, JOD
10	Branding: It was agreed to review our branding, styles and logos to promote consistency across all Areas and events and provide a central resource page on the OGA website.	PVR
11	2020 Photographic Competition: To be addressed at the next GMC meeting.	
12	Scotland Area: Patrick to talk to the Area as a follow-up to discussions at the ACM.	PVR
13	OGA60: Patrick to put provisional plans, in consultation with Alison and EC Area, in the March Log.	PVR
14	Trophies and Awards: John, in consultation with Mike Forward, to promote the trophies and awards in the Log to encourage nominations.	JOD
Assignments in yellow relate to content for the March edition of the Gaffers Log. <i>The meeting closed at 15:00</i> <i>Next meeting: May 7, 2020 at Bishops Stortford CM23 5AP</i>		

Colin Stroud - OGA Secretary
February 09, 2020

Attachment to section 3.1 above

Requirement	Description	Priority	Option A	Option B
IL1	Designated Users can Upload Pictures			
IL2	Pictures can be organised into groups			
IL3	A Picture can be in any number of groups			
IL4	Uploaded pictures must have a copyright field			
IL5	Uploaded pictures must have a title			
IL6	Uploaded pictures must have a description			
IL7	Uploaded pictures must have and alt text field for accessibility			
IL8	pictures can be tagged for sorting and searching			
IL9	new tags can be created (e.g. area, event, boat)			
IL10	We can save backups			
IL11	We can restore backups			
IL12	Pictures can be embedded on a website			
IL13	embedded pictures always show their copyright			
IL14	embedded pictures can't be downloaded			
IL15	groups can be embedded on a website			
IL16	embedded groups can be set to automatically rotate			
IL17	as a visitor to a website I can select which picture of a group I can see			
IL18	as a visitor to a website I can see a larger view of a an embedded picture or group member			
IL19	Websites which embed pictures or groups should be able to style the pictures, for example by adding new/edited/for sale badges			
IL20	If a user is logged in to any OGA application they should not have to log in to the photo library to make changes			