

OGA - GMC Meeting Notes and Assignments
Videoconference, April 21 2020 at 15:00

	Participants: Patrick Vyvyan-Robinson (President), Colin Stroud (Secretary), Tony Kiddle (Treasurer), Mary Gibbs (Membership Secretary), John O'Donnell (Log/Online Editor), Julian Cable & Alison Cable (joint co-opted Boat Register)	
	Website:	
1.	Tony to add a mandatory copyright field for all photographs, with an explanation on what to enter in that field.	TK
2.	High resolution photos that are downloaded to website/boat-register to be stored and easily accessed in HR by the Editor for use in the printed Gaffers Log even if displayed on screen in LR.	TK
3.	Julian to complete due diligence document for the new website.	JC
4.	A member's login to be provided, at a later date, for members to then see owner names in the boat register.	JC
5.	The photo competition section, to be introduced at a later date, not in the member's login area.	TK
6.	Colin and Tony to update the draft website launch email and send to the AC. New version to include details of mandatory training for Area editors, list of benefits, a list of feedback questions and a final section listing the future plans for the website.	CS, TK
7.	John to draft style guide for Area editors and a strategy for how to promote the OGA through the website.	JOD
	Boat Register:	
8.	Boat Register and the for-sale function are to be reviewed at the May 6 meeting.	JC
9.	Julian and Tony to review the link between the website and boat register.	JC, TK
	Yearbook:	
10.	Tony to circulate draft 2020 Yearbook for review and Mary to confirm number of copies she needs.	TK, MG
	Communications:	
11.	Newsletter to be emailed to all members, using MailChimp, immediately after this meeting (April 21) by Colin to coincide with the arrival of the Gaffers Log	CS
12.	Newsletters to be sent monthly or when there is relevant/sufficient content. Content for next newsletter (eg. New website announcement, latest news on GDPR) to Colin	All
13.	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.	JC
14.	Log/Online Editor job description to be addressed at a future meeting.	
15.	Review of Editor's role with respect to Facebook/social media to be addressed at a future meeting.	

16	A solution to implementing the “Historical Document Retention and Archive Policy”, as approved by the AC, to be addressed at a future meeting	
17	The subject of Officers’ emails is to be reviewed at a future meeting.	
	OGA Stand at the Southampton Boat Show:	
18	Assuming the 2020 show will go ahead, Patrick to arrange to have a boat “stand”, like in 2019 but with a different boat. Maybe a Golent Gaffer.	PVR
	OGA Governance:	
19	Review of the current OGA Rules: To be addressed at a future meeting.	
	Merchandise:	
20	Proposal by Paul Jolley. To be reviewed at a future meeting.	
	Branding:	
21	Branding, styles and logos to promote consistency across all Areas and events and provide a central resource page/logo library on the OGA website. To be reviewed at a future meeting.	
	Scotland Area:	
22	To be addressed at a future meeting	
	OGA60 and RGB60:	
23	To be addressed at a future meeting.	
	Trophies and Awards:	
24	To be addressed at a future meeting.	
	MailChimp:	
25	Julian to implement an automatic (daily?) update of Mailchimp to ensure it always reflects the membership details in GOLD. (Target completion is September 2020). Once complete there will be no requirement for areas to update member details in MailChimp.	JC
	Membership Renewals:	
26	For the next membership renewal period, before October, Tony to change the online annual renewal system so payments are made using “Go Cardless”, as a replacement for “PayPal”, which provides automatic annual renewals thereafter This will avoiding the issue of having to chase members who paid by PayPal every year.	TK

The meeting closed at 16:10

The next GMC videoconference will be on May 6, 2020 from 15:30 to 17:00

Colin Stroud - OGA Secretary
April 28, 2020