

OGA - GMC Meeting Notes and Assignments
Videoconference, April 8 2020 at 19:00

	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)	
1.	Website: Tony demonstrated the back-end of the proposed new OGA website, based on the "Schools Online" model, showing how pages are edited. Target is to launch new website by the end of April. Colin to assist Tony in transferring content from the old to new site.	TK, CS
2.	Tony to add a mandatory copyright field for all photographs, with an explanation on what to enter in that field.	TK
3.	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
4.	Julian to produce a list of existing website users who have edit permissions	JC
5.	Julian to complete due diligence document for the new website.	JC
6.	Colin to send a website launch email to the AC containing: (1) background to the need for the new site - Patrick, (2) instructions on how to access and edit with a strong emphasis on studying the editing instruction document and training video – Tony. The email should ask the AC to try it and provide feedback.	PVR, TK, CS
7.	Boat Register: Boat Register and the for-sale function is to be reviewed at the April 21 meeting.	JC
8.	Yearbook: Tony to get the Yearbook laid-up and sent out to members by the end of April.	TK
9.	Communications: A monthly newsletter to be emailed to all members, using MailChimp, with the first to be sent to coincide with the arrival of the Gaffers Log (April 18?). John to compile. To include:- (1) Introduction – Patrick, (2) status of Yearbook – Tony, (3) categories for the 2020 photo competition and how to enter – Patrick, (4) the consequences of COVID-19 on the Gaffers Log and events - John	JOD, PVR, TK, JOD
10	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.	JOD
11	Log/Online Editor job description to be addressed at a future meeting.	
12	Review of Editor's role with respect to Facebook/social media to be addressed at a future meeting.	
13	A solution to implementing the "Historical Document Retention and Archive Policy", as approved by the AC, to be addressed at a future meeting	
14	The subject of Officers' emails is to be reviewed at a future meeting.	
15	OGA Stand at the Southampton Boat Show: 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

16	OGA Governance: Review of the current OGA Rules: To be addressed at a future meeting.	
17	Merchandise: Proposal by Paul Jolley. To be reviewed at a future meeting.	
18	Branding: 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.	
19	Scotland Area: To be addressed at a future meeting	
20	OGA60 and RGB60: To be addressed at a future meeting.	
21	Trophies and Awards: To be addressed at a future meeting.	
22	MailChimp: 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
23	Membership Renewals: 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 20:13

The next GMC videoconference will be on April 21, 2020 from 19:00 to 21:00

Colin Stroud - OGA Secretary
April 14, 2020