

OGA - GMC Meeting Notes and Assignments
Videoconference, May 06, 2020 at 15:30

	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.	Tony to organise login for GMC members.	TK
5.	Colin to finalise content in the Officers' Area and, when available, email password to Officers.	CS
6.	Colin to draft and send an email to AC thanking them for feedback on draft website and request names of any more editors of Area pages to be passed to Pete Scrimshaw for training then issue of passwords.	CS
7.	Tony to finalise transfer of content from existing site (with help from Alison and Colin if required)	TK, AC, CS
8.	A member's login to be provided, at a later date, for members to then see owner names in the boat register.	JC
9.	The photo competition section, to be introduced at a later date (July?), not in the member's login area.	TK
	Boat Register:	
11	Boat Register and the for-sale function to be completed by May 15.	JC
12	Julian and Tony to link the website to the boat register.	JC, TK
	Yearbook:	
13	Tony to finish and mail out the 2020 Yearbook.	TK
14	John, Mary & Tony to agree future procedure for the yearbook, who is responsible and coordinate so it goes out with the LOG to save expense.	JOD, MG, TK
	Communications:	
15	Newsletter to be finalised by Patrick for Colin to send to all members at the time when the new website goes live.	PVR, CS
	OGA Governance:	
16	Review of the current OGA Rules and Handbook for OGA Officers. The documents are over complex, contradictory and hard to follow, as highlighted by John. We need to simplify. Colin to circulate a word version of each to allow GMC members to submit proposals on drafting. Different software options for this were discussed but it was agreed that uncoordinated drafting changes would lead to confusion so only comments were needed initially. Phase 1: Initial comments by the end of June.	CS
		All

17	Tasks in OGA management are to be identified then officer roles decided to achieve them including whether appointments or elections are appropriate. The necessity of so much detail about H & S was queried and the inclusion of information on copyright, GDPR is to be considered. John to draft copyright section. Phase 2: comments are coordinated and we identify sections / categories for; Phase 3: sections apportioned to members for process of redrafting. How we manage Phases 2 and 3 will be discussed at the next meeting.	JOD	
18	Branding/logos: Patrick will lead on a process to seek agreement of a common core logo set which can be used across media and material to ensure consistent branding. It was pointed out that "gaffers" is an acceptable branding style currently but it was agreed that the use of "OGA" and the pitchfork are likely to be an essential element to anchor the brand in all circumstances. Tony to circulate a PDF of the designs we hold.	PVR	TK
19	Merchandise: Regarding proposal by Paul Jolley, it was agreed that branding must be agreed first while preparations for identifying suppliers should continue with a view to being ready or at least make an announcement, in the Summer Log. We will signpost to accredited suppliers, not sell direct. Alison agreed to sound out the supplier used by the East Coast for OGA50 and talk to Claudia as a potential partner supplier. Patrick to draft a merchandise policy for review at the next meeting before review with Paul Jolley.	AC PVR	
20	Solent representative on GMC: It was agreed that a Solent rep on GMC, to replace Ben Collins, was not required at present. . ----- the following items are on hold -----		
21	Log/Online Editor job description to be addressed at a future meeting. John to consider this as there are implications for and from the review of rules and handbook. We need a Communications Officer to exploit media opportunities to raise profile. This involves too much for the Editor.	JOD	
22	By the end of 2020 John to review the format of the Gaffers Log to reduce the production and distribution costs while retaining value to members.	JOD	
23	Review of Editor's role with respect to Facebook/social media to be addressed at a future meeting. In the meantime Alison agreed to follow-up on a recommendation	AC	
24	A solution to implementing the "Historical Document Retention and Archive Policy", as approved by the AC, to be addressed at a future meeting		
25	The subject of Officers' emails is to be reviewed at a future meeting.		
26	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		
27	OGA60 and RGB60: To be addressed at a future meeting.		
28	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	

29	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
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The meeting closed at 17:04

The next GMC videoconference will be on May 20, 2020 from 15:30 to 17:00

The minutes of the May 6 meeting were mostly compiled by John after Colin had a Coastguard callout and had to leave the meeting.

Colin Stroud - OGA Secretary
May 12, 2020