

# Ghar Parau Foundation

## Awards Meeting (Round Two – Summer 2017)

### Minutes

**Purpose of meeting:** Annual Awards

**Date & time of meeting:** 01st Oct 2017 11:00

**Location:** Hidden Earth 2017 (Churchill School, Mendips)

Invitees	Name	Responsibility	
Chairperson	Andy Eavis	Trustee & Chair	AE
	Nick Williams	Trustee	NW
	Dave Judson	Trustee	DJ
	Paul Ibberson	Trustee & Treasurer	PI
	Phil Rowsell	Secretary	PJR
	Rich Hudson (Year - 3)	Elected Member	RH
	Rebecca Lawson (Year - 2)	Elected Member	RL
	Mark Wright (Year - 1)	Elected Member	MW
	Vacant	Elected Member	
	Trevor Faulkner	BCRA Foreign sec	TF
	Robin Weare	BCA Treasurer	RW

Item No.	Description
1.	<b>Matters (Raise any issues not covered by agenda and schedule them for discussion)</b> None Raised
2.	<b>Apologies for absence</b> Paul Ibberson Trevor Faulkner Dave Judson
3.	<b>Minutes of previous meeting</b> The minutes of the 26th March 2017 were agreed to be a true record of the meeting.
4.	<b>Matters arising from the 26th March 2017 minutes.</b> <b>5) Financial</b> <b>N° 101 (26-03-17):</b> PI to arrange transfer of £45000 from Virgin account to Cambridge and

Counties.

PI transferred the £45000 to the Cambridge and Counties. **Action Closed.**

**N° 102 (26-03-17):** PI to arrange further investments of £4000 in NSB bonds.

PI invested £4000 into NSB bonds. **Action Closed.**

#### **7 ) GPF Constitution and BCRA**

**N° 103 (26-03-17):** NW to contact the Charity Commission and discuss the logistics of changing GPF to a full standalone charity. The results and proposed documentation for the next meeting with BCRA to be circulated to the GPF committee for comments.

**N° 103 (01-10-17):**. See Section 7

**N° 104 (26-03-17):** NW to incorporate TF comments into the working version of the new GPF Constitution.

**N° 104 (01-10-17):**. See Section 7

#### **8) Tratman Award**

Tratman committee's recommendation.

**N° 105 (26-03-17):** PJR to chase Chris Howes for the Tratman committee's recommendation.

Chris sent the Recommendation to the Committee, **Action Closed.**

#### **Tratman Announcement and reporting requirements.**

Suggested requirements that the Tratman committee should supply to the Ghar Parau committee, for both ratification and website purposes. After ratification by the Ghar Parau Committee at the annual Winter (March) meeting, the announcement will not be made until the closing ceremony of the Hidden Earth with a statue as the prize.

**N° 106 (26-03-17) :** PJR and AE to relay this information to Chris Howes and the Tratman Committee

**N° 106 (26-03-17) a:** The requirements were given to Chris and met with some resistance, despite the goal being to reduce work load for both parties.. Further discussion to bring Chris Howes around to the GPF requirements & needs are required. **On Going**

**N° 106 (01-10-17) b:** Chris agreed with the presentation timetable, and prices for a statue was agreed and the statue produced and given at Hidden Earth. N.B. The GPF committee need to agree that the statue is an ongoing event and agree a price that GPF are willing to pay each year. **On Going.**

#### **10) Website**

**N° 100 : (30-10-2016): Website Archive** - Katie Eavis has supplied Henry Patton with a table of Archive data and this will be incorporated into the website.

**N° 100 : (26-03-2017):** The process is still on going.

**N° 100 : (01-10-2017):** The process is still on going. Action combined into Action 107 -**Action Closed**

**N° 107 : (26-03-2017):**

	<p>A request for a page on the main website to highlight to the public the cash distribution for each round and Expedition, similar to that published in Descent.</p> <p>A problem was noted with the individual comments page where some data seemed to be possibly getting lost. A number of other minor faults and improvements were noted (including the archive) and will be discussed with Henry.</p> <p><b>N° 107 (26-03-2017):</b> See Section 7</p> <p><b>Any other Business</b></p> <p><b>a) Mount Everest Foundation</b></p> <p>Incorporate process into the Website so that applicants know these new rules.</p> <p><b>N° 111 26-03-17:</b> PJR to liaise with Henry Patton and ensure that the Mount Everest Application process is clearly explained on the website.</p> <p><b>N° 111 01-10-17 :</b> PJR needs to furnish Henry Patton with the wordage to be put on the website, Logged in <b>Action N° 107</b> as well. to ensure once wordage written incorporated on site. - <b>On going (Priority)</b></p> <p><b>b) Induction of new Members.</b></p> <p>Suitable documentation should be produced to inform Committee members of their duties.</p> <p><b>N° 112 26-03-17 :</b> PJR to produce some form of documentation that can be emailed to new rotating committee members.</p> <p><b>N° 112 01-10-17 : Still on going (Priority)</b></p> <p><b>c) Vote of thank to Anna</b></p> <p><b>N° 113 26-01-17:</b> PJR to send a card to Anna expressing the committee's thanks GPF card expressing the Committee's thanks was sent :<b>Action closed</b></p>
5.	<p><b>Financial Summary</b></p> <p>At R1, funds available were £1150 GPF (inc A Pitcher), £50 Tratman, £6100 BCA (£5000 2017 plus £1100 2016 retained). Awards made were £250 GPF, £450 AP, £4500 BCA, along with £700 China Caves added following application review.</p> <p>Thus, nominal funds for R2 2017 were £450 GPF plus £1600 BCA less £25 (original Tratman estimate increased from £50 to £75) i.e. £2025 total.</p> <p>However, due to several factors, the above allocation needs to be revisited. Firstly, 3 of the AP awards are no longer to be made (applicant or expedition not going) so £225 to possibly be written back to the available funds.</p> <p>On the flip side, the move to Cambridge and Counties to boost the interest income stream has the downside of delaying some of this increase until maturity of the bond which will be post 31/12/17. Coupled with the still pitiful interest returns available, this means that interest income forecast for the full year is only around the £475 level. Taking £250 GPF and £225 AP issued in R1, plus</p>

	<p>Tratman, we are already up to distributable income levels and I propose that the nominal £450 GPF and the non-issued £225 AP be retained in the fund until the period in which the interest income can be matched.</p> <p>Against this, BCA funding in 2016 was subject to the write back of £1450 unclaimed from prior years. This amount should be treated as distributable and I also propose that we utilise £1000 of this to make up the sum available for distribution for this round. I also propose that we continue the principle of retaining some BCA funding for cash flow purposes in the early part of the following year; to this end I would hold £600 of the current balance for Q1 2018.</p> <p>Thus, in total the funds for distribution at this meeting would be £2000, which will be sourced solely from BCA funding balances. Total awards for the full year would then be :-</p> <p>GPF £250  A Pitcher £225  BCA £6500 (5000+1100+1000-600)  Tratman £75  Grand Total £7050</p> <p>(Note that this would entail reporting expenditure greater than income for 2017, but when considering 2016 and the overall position for the 2 years combined the net situation would be in line).</p> <p>Summary sheet attached - see Appendix.</p> <p><b>Meeting notes:</b> The report was accepted and the committee was decided to not to allocate the £225 GPF money for next year in view of the known reduction of interest.</p>
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6.	<b>Summer 2017 Round Two awards</b>
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Expedition	Feedback
<b>GPF2017b-001</b>	Well established repeat expedition with a solid track record of exploration and documentation. The hydrological project sounds very interesting. It is a great shame that more younger members are not currently signed up as the experience they would gain would be invaluable (especially the water tracing techniques). Hopefully the leaders will recruit some younger members before the expeditions take place.
<b>GPF2017b-002</b>	Experienced expedition team working consistently over a period of time with good results and reporting. Different area already recce'd with established potential. Another project worthy of continued GPF support at a decent level. The application lacked a little detailed in places - for the majority of participants their experience has been written as "experienced expedition caver", no attachments etc to support the application, the detailed description ends mid sentence suggesting little time was spent on it. The committee hopes this will be addressed in subsequent applications.
<b>GPF2017b-003</b>	Interesting and well filled out application with a good science bases - driven by a PhD project. The cave map supplied is very very basic. Hopefully a more detailed original survey is available, as comparing new data against the one supplied will not give very scientific results - It would have been nice to see the 3D image of their first visit/scan. While a good science project in Ice caves, the project was only token support due to very small team and BCRA funding (which has been applied for) is thought more appropriate.
<b>GPF2017b-004</b>	A good application, good team (multi national team) with a varied age range but generally fairly young participants. Chris has organized a number of expeditions to this area and this one is a very interesting cave and may be the key to the system. Significant technical challenge in a remote location - the standout expedition of this round and has been funded accordingly.
<b>GPF2017b-005</b>	Expedition to a new area by a new group to GPF, but who are known to regularly go on expedition to Greece several times a year. An interesting project in a new and little-known location. The costs of getting to Kyrgyzstan are high and may have possibly warranted longer time in the field, It is however a recce and the committee will be very interested in seeing the results, and hopefully lead to a follow up expedition if initial results are positive.



7	<p><b>GPF Constitution and BCRA</b></p> <p><b>BCRA divorce</b></p> <p>Nick indicated that he had contacted the Charity Commission and their reply was shown at the meeting (see Appendix). The summation was that it was possible to de-link the Ghar Parau Foundation from the BCRA, but a new charity application would have to be submitted. The separation of funds would be up to the trustees to agree and implement.</p> <p>A long and wandering discussion ensued about the "divorce" from BCRA. AE indicated that his possible long term plan would be that in the event of the BCA becoming a charity, that GPF would be a sub-charity/ member under the BCA. PJR indicated that this was no different from the current situation and GPF should pursue its desire to be a self governing charity in its own right. More discussion ensued and it was agreed that GPF should pursue its divorce and in the event of the BCA becoming a charity, then further discussions would take place. It was agreed that the separation needs to be planned well with a clear road map laying out the procedure and time scale, to ensure the BCRA Council's concerns are addressed. PJR, NW,PI and AE to address this.</p> <p>During the wandering discussion, RW indicated that the way that the GPF funds are invested is very low risk and a slightly more risky strategy would yield better returns. He also indicated that income generated by fund raising should be distributed rather than added to the capital. This would require a change to the constitution. The meeting suggested that RW and PI discuss this matter and report to the GPF committee in the Winter 2018 meeting.</p> <p>RW also indicated that he may be standing down as BCA treasurer in the near future. NW suggested that RW should be co-opted on to the committee while this financial review was conducted. The meeting agreed this.</p> <p><b>Nº 103 (01-10-17):</b> NW approached the Charity commission who replied and reported back to the committee . <b>Action closed</b></p> <p><b>Nº 114 (01-10-17):</b> PJR, NW,PI and AE to generate a clear road map to Divorce and implement.</p> <p><b>Nº 115 (01-10-17):</b> RW to contact Paul and discuss possible investment strategies, and report back at the next meeting.</p> <p><b>GPF Constitution</b></p> <p><b>This was not discussed at the meeting mainly due to the decision to ensure that the separation from BCRA was planned correctly.</b> Work is ongoing and will be further amended as the process of BCRA separation is progressed.</p> <p><b>Action Nº 104 (26-03-17):</b> NW incorporated TF comments into the working version of the new GPF Constitution. (<b>Action: Completed and closed</b>)</p>
8.	<p><b>Fund Raising</b></p> <p><b>Hidden Earth and RGS Raffle</b></p> <p>The committee was updated on the raffle plans, as noted in the minutes of two meetings of the Raffle sub committee (See Appendix - Hidden Earth and RGS Raffle 10th Sept 17 and 22nd Sept 17). It had</p>

	<p>originally been planned to combine the Hidden Earth and the RGS Golden Age of Caving events into one official raffle. However it was decided at the 22nd Sept 17 meeting, that GPF were not 100% ready to print official tickets- the promoters licence still not being issued and prizes etc were still vague, so it was decided to split the raffle and do the usual cloakroom Scurion raffle at Hidden Earth and the official raffle/prize draw at the Royal Geographical Society once GPF was fully prepared. (Once the tickets were printed, they could not be changed) . PJR to organise the Hidden Earth Scurion raffle and sales team.</p> <p><b>Hidden Earth Raffle</b></p> <p>At the meeting PJR indicated that the Hidden Earth Scurion raffle was progressing well with good sales at the prices agreed. Maxine Bateman and Kate Humphries were doing a sterling job of helping selling raffle tickets.</p> <p><b>Post-meeting note:-</b> The raffle raised £946, plus a donation of £100 from PJR giving a total of £1046 attributed to the Hidden Earth Scurion 2017 Raffle. GPF Card sales also amounted to £293.82.</p> <p><b>RGS raffle</b></p> <p>PJR had originally suggested that a great head line prize would be a trip to Son Doong, Vietnam, GPF having helped this expedition in the past. PI was investigating. AE suggested that a Mulu National park trip might be better and that he would underwrite it. PJR and AE would approach airlines. PJR had secures a VIP trip to Wookey Hole for a family of 4, including adventure caving (provided the winners fitted the Wookey client criteria), and NW had secured a pair of tickets for the Go-Below adventure in Cwymorthin mine. Other prizes were being sourced. A discussion was held about the price of the ticket and with such a good headline prize it was felt that £5 per ticket would be acceptable.</p> <p><b>N° 115 (01-10-17):</b>.The RGS raffle sub committee (PJR,NW,PI &amp; AE) to continue to organise the raffle.</p> <p><b>Other Fund Raising</b></p> <p><b>Berger Book</b></p> <p>Mark Wright indicated that an Ebook of the Berger book was shortly going live on the Berger book website and that some of the proceeds would go to the Ghar Parau Foundation.</p> <p><b>Halliwell's</b></p> <p>Ric and Pat Halliwell had given a cheque for £30 for GPF card sales at the previous GG winch meet. PJR thanked them in person for their help.</p> <p><b>The bunkhouse, cafe and bar.</b></p> <p>Latimers cafe (<b>The bunkhouse, cafe and bar</b>), Clapham, North Yorkshire had sold a further £17.50 worth of cards but were now stopping selling any merchandise.</p> <p><b>N° 116 (01-10-17):</b>. PJR to send a card expressing GPF thanks for their help. Sent 04-10-17 GPF card sent. <b>Action closed.</b></p>
9.	<p><b>Website</b></p> <p>PJR indicated that the application and committee comment processes worked without problems. The meeting page also worked well with the new split screen (seeing the application itself and the committee members comments). The application management system is now live and is working well (both the Treasurer and Secretary) without problems, an application withdraw/cancel process is now being tested and will soon be the final part of the application management system.</p> <p>This should now give time to improve the main public site. This list of website improvements and</p>

	<p>bugs is work in progress.</p> <p><b>N° 107 26-03-17 :</b> PJR and Henry Patton to discuss the issues raised and implement if regarded worthwhile, as well as other noted improvements.</p> <p><b>N° 107 01-10-17 :</b> The committee comment error has been corrected. A formal list of improvement and request has been generated to keep track of suggested improvements and bugs. It has been prioritised, will be reviewed regularly and Henry will undertake the agreed actions when time permits - <b>On Going (See Appendix)</b></p>
10.	<p><b>Members - discussion of elected member replacement.</b></p> <p>A fourth elected member needs to be found. PJR suggested that Rob Middleton or Mike Bottomley might be good candidates, both being expedition active.</p> <p><b>Action</b></p> <p><b>N° 110:</b> RH to talk to Mike Bottomley and AE to talk to Rob Middleton to see if their are interested in serving a term on the committee, and report back to the committee. RH talked to Mike and he was interested. PJR talked to Rob Middleton and he was also interested. Committee need to make a discision.</p>
12.	<p><b>Any other business</b></p> <p>None</p>
13	<p><b>Date of next meetings</b></p> <p>Winter meeting: Sunday 25th March 2018 :10:30 - Great Hucklow</p>

Nick Williams

04/08/2017 13:39

**Fwd: de link CRM:0239404**

To Paul Ibberson • Phil Rowsell

For information. Will send some follow up thoughts next week.

N.

Begin forwarded message:

**From:** "FC Do Not Reply (Queue)" <donotreply@charitycommission.gsi.gov.uk>  
**Subject:** RE: de link CRM:0239404  
**Date:** 4 August 2017 at 13:05:02 BST  
**To:** "n.williams@bcra.org.uk" <n.williams@bcra.org.uk>

Dear Mr Williams.

Thank you for your email.

We can de link the linked charity upon our register; on your specific request.

If however the charity is to continue and be administered separately, the trustees may wish to consider registering it in its own right.

To enable us to consider this registration, we would first require the completion of our online application form for registration. It is available on our website under the following link:

<https://www.gov.uk/guidance/how-to-register-your-charity-cc21b>

The trustees should make a note on the special circumstances page of the registration application detailing the present scenario, so that the registration caseworker can then consider the present register entry.

The "separation of assets" is a matter for the trustees [and their legal and accountancy advisors] to determine upon.

We hope that this information is of assistance to you.

Yours sincerely,

John Dearden.

Charity Services.

**W:** <https://www.gov.uk/charity-commission>



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CHARITY COMMISSION  
FOR ENGLAND AND WALES

----- Original Message -----

**From:** [n.williams@bcra.org.uk](mailto:n.williams@bcra.org.uk)**Received:****To:** RAU - Email Team (Queue)**Subject:** de link

Contacting us Submitted: 22/06/2017 09:56:06

**What is your query about?**

Other query

**Title**

Mr

**Name**

Nick Williams

**Email address**[n.williams@bcra.org.uk](mailto:n.williams@bcra.org.uk)**Telephone number**

07702 995135

**Registered charity number (if applicable)**

267828

**Subject**

Separation of subsidiary charity

**Your query (max. 5000 characters)**

The Ghar Parau Foundation was established in 1974 as a subsidiary charity to the British Cave Research Association because at that time the trustees of the GPF were also mostly trustees of the BCRA and it was simpler at that time to establish a linked charity than a separate one.

In the intervening years, the two organisations have diverged and there are now few common trustees. The focus of the two organisations has also diverged to some extent. The trustees of the GPF are now of the view that the interests of the GPF would be better served by it becoming a completely separate charity from BCRA. This would reduce the administrative burden, clarify the trustee responsibility and would make recruitment of members of the management committee easier.

We would like to discuss the mechanics of this process with the Commission before proceeding to make definitive proposals, particularly as regards how the assets of the GPF could legitimately be separated from those of BCRA. We believe it will be a waste of time (both on the part of ourselves and the Commission) for us to make proposals which the Commission then finds unacceptable. We would appreciate being able to discuss this with someone since it is not a matter which can be dealt with easily by use of your normal web contact forms etc. Please can you contact me to discuss this.

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On track to meet your filing deadline? Charities have ten months from their financial year end to file their Annual Return and Accounts. Find out more at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk). Remember to file on time and use our online services.

Consider the environment. Please don't print this e-mail unless you really need to.

# Hidden Earth and RGS Raffle

## Meeting 10th Sept 2017 - Minutes

Attendees: Phil Rowsell (PJR), Paul Ibberson (PI), Nick Williams (NW)

### 1) Promoters Licence.

NW reported that the Anna had done this several times and would help this process. This process could take up to 2-3 weeks, so time might be tight for Hidden Earth.

PI agreed to the named trustee on the promoters licence. N.B. In the April 2017 GPF Meeting it was minuted that PI and NW would be responsible for necessary permission etc for the raffle (Item 10 Fund raising Action: 108). It was felt that this decision should be ratified by the committee.

PJR to send out a note via GPF committee mailing list.

PI would look at Promoters licence website and fill in the required forms etc.

### 2) Printing of tickets.

NW was happy to do the printing of the tickets as he had previously done this for the raffles Anna had organised.

### 3) Prizes.

PJR produced a list and photos of the donated items he is holding for GPF. He also has secured a Scurion as a potential main prize.

1) 6 Jim Ayres cartoons, poor condition

2) Decent set. Missing

1 Poor photocopy - Replace??

2 - Chris Howes £20

3 - Chris Howes £17.50

4 - Cannot find a source

10 - Chris Howes £17.50

41 - Chris Howes £5

76 - Chris Howes Will donate

87 - Chris Howes Will donate

115 - Chris Howes Will donate

136 - Chris Howes Will donate

3) Some Paintings

4) Wookey book (republished 2009)

5) Mug from Hand Knitted Pottery

These were reviewed and after a lot of discussion the following was decided. It was felt that there should be a time slot for the raffle to be pulled in the RGS meeting. PJR to liaise with Andy Eavis about this. And in such, the number of tickets pulled should be relatively small due to time. (say 4-5) It was felt that these should be of top prizes (of £100 or more). Some other prizes may be included but these would be pulled and announced on the website. It was also felt that the Jim Ayres cartoons should not be included as there are not PC correct particularly for a Royal Graphical society event.

Suggestions for some other prizes included:

Go below day out - NW to chase

Outdoor Equipment - Rab? etc - NW to chase

Snow and Rock, Cotswold Camping, Ordnance survey, Map shop - Vouchers  
PJR to chase

Day out with CIC instructor - try caving? PJR to chase

Kendal Film Festival Tickets - PJR to chase

#### 4) Sales Crew

All committee members will be expected to help sell raffle tickets at the events and elsewhere, and PJR will try and organise sales crews for Hidden Earth and RGS.

# **Hidden Earth and RGS Raffle**

## **Meeting 22nd Sept 2017 - Minutes**

Attendees via Skype: Phil Rowsell (PJR), Paul Ibberson (PI), Nick Williams (NW), Andy Eavis (AE) and Robin Weare (RW)

### **1) Promoters Licence.**

PI had applied for the license with the local council but was still waiting a reply and the actual licence.

### **2) Prizes and the Raffle**

PJR had attained VIP family ticket to Wookey hole, and the chance to go adventure caving there (provided the winners fitted the Wookey adventure caving criteria).

He had also suggested to PI to talk to Howard Limbert about the chance of attaining a big prize such as a trip around Son Doong. Paul had not has time to contact him at the time of the meeting.

No other prizes had been secured. All need to think of prizes and contacts they can ask for eye catching prizes.

A discussion ensued about the prizes and the lack of promoters licence and it was decided not to combine the two events into one raffle as it was felt that GPF were not 100% ready with eye catching prizes that was the original intension for this official raffle.

A cloakroom raffle could easily be organised for Hidden Earth, giving time to prepare the RGS raffle properly and secure eye catching prizes.

### **3) Ticket price.**

Some discussion was made on the ticket price but a decision was left until a better idea of what prizes would be available for the RGS Raffle. The Hidden Earth raffle would remain at £3 each or 2 for £5, and a free ticket if you buy a pack of GPF cards.

# Website comments

## 26-03-2017

### 1) Comments page

Committee members seemed to be loosing data from the comments page. Rich Hudson lost a lot of data. Paul Ibberson and I also noted that the £per UK person did not up date on the first entry into the form.

The arrows on the page are far too big

21/09/2017 - Still have a bug, didn't loose data. After using the first screen (the one you can read the applications and make comments at the bottom of the page and allocate money at the bottom of the page), I went to the personal summary comment page to review my comments and play about with my money allocations. The first time I entered this page, the "Alloc. pp (UK)" were all £0.

If you save this page and exit this page back to the home page, and go back into it again the numbers will appear correctly. Fixed 12/9. Testing to see if possible to lose data now, but there are alerts in place now. Update: I've had it open for about an hour and half and its still saving data so don't think anything should stop saving randomly now.

Arrows still far too big They're kind of big on purpose so they don't get missed. How small do you want them?

**Action 100-** needs checking thoroughly. Tested and worked well at the meeting.

**Action:** Complete 04/10/17

### 2) Treasurers Page

This year Paul seemed to indicate that it had lost the day before input, even though saved. On the phone he did the page again and it seemed to work OK. I've put in error warnings here to try and catch-out potential timeouts, and also to prevent them happening anyway. On approval, emails were sent to the Application leaders - great

21/09/2017 - seems to be working OK, notice that on the Treasurers page the ability to send grant and retainer, acknowledge it has been sent has been removed?? Now only can do in the apps management page - is this correct - will talk to Paul about this. As if he is happy we can remove these two redundant columns??

22/09/2017 I think we agreed it was a case of them being redundant and keeping the processes in one place in the 'App management' so as to be less confusing. Thing is you can access these pages from the archive section as well. Agree the columns could be deleted now.

04/10/2017 Yep think we should delete columns. Page works well. Henry to delete redundant columns.

**Action 101 :-** Ongoing. 04/10/2017

### 3) Meeting page

The split screen looked ok, needed a bit better formatting especially to the right.  
The arrows on the page are far too big and the arrows randomly worked.

**Action 102 :-** needs fixing as this is a really useful page.

21/09/2017 - Action completed : is it possible to have a test page before the meeting - to just see how it is now??

22/09/2017 -Getting there. Will upload something before the meeting

04/10/2017 - Tested and worked at the meeting well

Action: Completed 04/10/17

### 4) £ per UK person.

On all pages that have comments this figure needs to be displayed along with the Min Max Ave, in the header.

**Action 103 :-** needs fixing as this is a really useful data

Action: Completed 21/09/2017

### 5) Contact page

The committee consists of four permanent Trustees, Chairman,

Change table to

Andy Eavis	Chair ( & Trustee)
Phil Rowsell	Secretary
Paul Ibberson	Treasurer (& Trustee)
Nick Williams	Trustee
David Judson	Trustee
Robin Weare	BCA Treasurer

**Action 104 :-** Needs Fixing fast

21/09/2017 - This has been done, but we also need to add Trevor Falkner - BCRA Foreign Secretary - Important has he been removed from the committee???

22/09/2017 - I guess he didn't show up based on this table above, but he's still connected to the mailing list and site.

Action: Complete 04/10/2017

## 6) Website new page

Need to put on the website a slider with the current grant awards, similar to that in Descent. Also think another proper page listing all the allocations over the years in Round order. PJE will generate a proforma for the table.

**Action 105 :-** PJR to produce table and Henry to put into slider and on a big home page

21/09/2017 - See appendix B. This is the type of table we need ( I will ask the committee whether they think the comments are appropriate. On the slider should be the last round allocated, then we should have an additional page with the historic record and appropriate headings "2017 round 2 allocations" etc.. (like the tratman) this is where it would be also good to indicate how much money and expeditions we have helped.

25/09/17 Beta page on new test website, PJR to review and comment. At meeting suggested Expedition feedback not put in table, but an edited public version to be used.

**Action** - Ongoing 04/10/17

## 7) Feedback Pages

Feedback GPF short report think you need to put a statement in the "Please also upload a short-format (max. 3 page) report" may be add "(this must be in PDF format)" so it is really obvious.

**Action 106 :-** Henry to change to be 100% obvious.

21/09/2017 - Done?? Yes, it's in red now. I think it's only possible to upload pdf or jpg files to the site anyway ie. Word docs will get filtered and an error message shown

Action - Complete 21/09/17

## 8) Apps Log

a) **Adding comments to the apps log.** I think it might be better that the when you click on the apps log it brings up the list of comments that have been made. and there is additional button that opens a adding a comment window. think this will help the user understand what it is more. We also can then allow committee members to view the apps log and give permissions of who we think fit can add comments to it.

**Action 107 :-** Henry to change.

21/09/2017 - complete and it works well.

Action: Closed 21/09/17

b) When the treasurer approves the grant etc and the emails are sent out to the leader, does this info get put in the apps log, might be good if the email content got

put in to the apps log. Looking at current apps log. PJR to write out proformas for system notes in the apps log.

**Action 108 :-** PJR to write formers. Henry to change.

**17/09/17** Proformer written sent to Henry

21/09/2017 - working but as need a few changes to the order and what is said, see Appendix A. Does the system store the emails sent?? if so can we have a hot link to bring them up if the reader want to see the actual email??

22/09/17 Emails don't get stored anywhere, only sent to the sec,tres' mailboxes. But the emails are written from a template script so in theory they could view what was sent that way if necessary.

**24/09/17 Have updated app log entries as in Appendix A.**

**Action 108: Closed 04/10/17 (but see Action 113)**

**Action 121:- Possibility to see emails sent.**

**22/09/17 - Could possibly do but higher priority items.**

**Action 121:- Ongoing 04/10/17**

c) Also it might be good to add on apps log that if it is an internal comment to add who added it e.g, PJR - internal. the applicant will obviously not see these but also show committee members that this was a private internal comment.

**Action 109 :-** Henry to change. -

Action: Completed 21/09/2017

**d) Signing of a completed application.** This needs to be user driven i.e paul or myself rather than system driven Nit picking, on the Apps info the completed sign is a bit big and may be better "Completed" just in red capitals - not a biggy.

**Action 110 :-** Henry to change.

21/09/2017 - Done?? i have not closed an application need to check with you first. but see below.

22/09/17 Closing the app will just change a database field and no emails are sent. PJR Test on beta site?

**Action 110 :- Ongoing 04/10/17**

**e)Postponing an application etc.** The Manage button on the committee apps management, is not really right. This is the "applicants" words really, will try and think up a better notes, did draw up some pages on this and will have to look at them again. May be on the applicant screen which the words are right, it says applications withdrawn by applicant and the apps log indicates the same. The committee postponement is that a committee member can postpone or withdraw an application if requires, e.g. two application with different numbers, or notified of a

postponement. If this is done an email should be sent out to the committee and the exped leader to say that it has been withdrawn/ postponed with the necessary blub.  
= right now not too important, with discuss this with you.

21/09/2017 - Think the closed button if all the tarsks are not completed it pulls up a warming not to close, but gives the option of postponement or withdraw to close off the application. Lets do the withdraw first and get that working and think about postponement later. On pushing withdraw button goes to the app log where the treasurer or secretary can add comment why. ( might look later for the applicant to do this?) Would be good to do as the China expedition this year has been pulled.

22/09/17 There is a process for withdrawn apps already in place, after that one of Hellie's to Iran I think. I also coded up some screens which have partially implemented now (postponing was an option too), for the current round at least while we think on it. Withdrawing the app on the live site will send an email to your address pretending to be the leader (which you can forward I guess and I can cc the committee easily enough), and adds a log entry as such: The GPF has withdrawn the application form prior to the GPF meeting with the following comment: 'test withdraw'. Then reloads the screen (this I can change tho to be more smooth). I've tested it offline, and it seems to work ok (not sure about the email), but also it activates a block on entering of comments on step 1 etc

**I also have screens to reinstate the app, but can leave this to be tested on the beta site that I will make live soon**

**23/09/17 Discussion with Paul (Treasurer ) said postponement was not an option as complicate accounts, money has been allocated in that round. Only do withdraw option, such as China case.**

**Action 111 :-** PJR to review current method and evaluate.

**04/10/17 PJR to test sign off and postponement on beta site.**

**Action 111 :-** Ongoing 04/10/17

**f) Apps log and applicants front screen.** The notes on awaiting next committee meeting is there any way we could put the date of the next meeting below it as this is the same comment as the applicants will see and there will be no excuse if they don't know when it is.

**Action 112 :-** Henry to change.

21/09/2017 - this is done on the committee page. Presume on the applicants?

22/09/2017 -This is what they see presently:

**PARAU FOUNDATION**  
Funding British Cave Exploration and Cave Science

Spring deadline: 28 Feb 2018  
Summer deadline: 31 Aug 2018

Welcome Henry

Expedition name	App status	Edit/Review	Delete	Print	Feedback
Testing 12345	<i>In draft</i>				
	<i>In draft</i>				
Kyrgyzstan 17	Awaiting GPF Committee meeting on 1st Oct 2017				

Click on *i* button to this:

Spring deadline: 28 Feb 2018  
Summer deadline: 31 Aug 2018

Welcome Henry

### Exped info (GPF2017b-005)

Reference: GPF2017b-005  
 Exped name: Kyrgyzstan 17  
 Application submitted date: 31st August 2017  
 GPF Round: Summer 2017  
 Exped dates: 29th September 2017 - 7th Oct 2017  
 GPF meeting date: 1st October 2017

---

Funds awarded: Fund allocations have not yet been approved by the GPF Treasurer.  
 Alex Pitcher Awards: None applied.

---

Date main grant issued: Awaiting feedback from the GPF meeting.  
 Date main grant cashed:  
 First feedback warning sent:  
 Final feedback warning sent:  
 Feedback form received: Feedback form has not yet been received.  
 Date retainer issued:  
 Date retainer cashed:

[OK](#)

I think we still need to settle on how this landing page should look as we had some thoughts but nothing got instated e.g., with the withdrawing and postponing etc.. I've attached a pdf to an email with one idea.

23/09/17 - great need to separate "i" button into separate column.  
 Action:- Ongoing 04/10/17

**g) Catching up of the Apps log for previous rounds** (only those after the website feedback form). Felt that is worthwhile ordering the previous apps logs so that they are sequential, as will be now as they system is live.

**Action 113 :-** Henry to supply PJR with form to add data retrospectively to catch up apps log.

27/09/2017 - Form to PJR, PJR to fill in form (low priority)

**Action 113 :- Ongoing (04/10/17)**

## 9) Application page

**log out of application page.** When you logout of the application page, think you should be immediately taken to the GPF home page? Also on the applications logging page you need a button to go back to the home page - ok found it you click The Ghar Parau banner but not obvious!!

**Action 114 :-** Henry to change.

Action: Complete 21/09/2017

## 10) Archive

Addition of Archive data to system. Katies data

**Action 115 :-** PJR and HP to discuss and form plan. Henry to change.

21/09/2017 - Waiting on Katie to finish adding data?? I can remember what has been done, need to discuss.

**Action 115 :-** Ongoing 04/10/17 (low priority)

## 11) Opening and Cut off for committee members to make comments

Make the opening 5 days after the deadline and make it 2 days before the meeting.

**Action 114 :-** Henry to change.

21/09/2017 - Done, put in to defaults.

**Action 114 :- Complete (23/09/17)**

## 12) Add BACS transfer checkbox to “Issue main grant”

21/09/2017 - Added BACS transfer option on main grant and retainer issue pages. Process automatically marks the money as being cashed on the same day. Seen this and paul has been using it. Complete

## 13) Complete “send reminder” for step 1 that the application comment process is open for comments

21/09/2017 - Done and tested

## 14) Remove year from closing date entry in defaults

21/09/2017 - The year is unnecessary as the date essentially stays the same from year to year. Done

**15) Ensure applications load in order when go to "Print all"**  
**21/09/217 - Complete**

17) **Apps management screen**, think that once the meeting screen has been approved by the sec this should be locked and the only thing you can do in this is look at it or add to the apps log. Currently i can edit the feedback - dont think i should be able to do this. This should be the same for the treasurers page once approved only able to add apps log comments.

**Action 115 :-** Henry to change.  
22/09/17 Done. PJR to test in beta website.  
**Action 115 :-** Ongoing 04/10/17

18) **Tratman**, I have a new citation for the tratman. Chasing photo and we will award a nice price which I am getting a photo of. need to talk about the lay out abit. but this is no biggy.

**Action 116 :-** Henry and Phil to discuss.  
22/09/17 Will receive info after meeting  
04/10/17 Final version received by Chris Howes, passed on for Henry to incorporate.  
**Action 116 :-** Ongoing (04/10/17)

19) **MEF award process**. We need to put up another page on the apply on line page, talking about the MEF and the process by which it is deal with.

**Action 117 :-** Henry and Phil to discuss. Phil to write down process.  
**Action 117 :-** Ongoing (04/10/17)

**20) Shop page**

**Cards**

Can we get a slide show for the 2011 pictures too. We also need to remover the lines that they are being sold in other shops as they are not now. We should put they are high **quality gift cards** with envelopes (**may be have a hot link to a photo of an actual card and envelope?**) are £8 pounds each set or £15 for both sets.

**Action 118 :-** Henry to change  
22/10/17 Images received and will update in time. Text has been changed (low prriority)  
**Action 118 :-** Ongoing 04/10/17

**21) Donation page**

a) Need to change the Target to £250,000, current total currently is £95,856, I want to go back in history to 2007 with Pauls stuff and find out the increase in the fund each year.

**Action 119 :- Change target figure (High)**

**Action 119 :-** Completed (04/10/17)

**PJR to supply Henry data. Henry to do quick fix on amount.**

b) Would be really good if this thermometer could reflect these amounts, eg different colours. It might also be good to have a double click on the thermometer and it pull up another page that briefly breaks down where each year amounts came from.

**Action 120:-**

**04/10/17 PJR and henry to discuss (low)**

22/10/17 Done the current data, but waiting on previous years. Also need an update for the card sales figure on the shop page.

23/10/17 Previous Financial report acquired from by Paul, uploaded to website.

Info on fund increase partly sorted.

**Action 120:-** Ongoing (04/10/17)

## 22) RGS Raffle 21/09/17-1

Need a slider (this needs to be the first slider) for this that is also linked to the shop page. Will talk about this and will fill in content in due course, but important for the RGS meeting in December.

**Action 21/09/17-1:- Generate RGS slider page. (Top Priority)**

21/10/17 PJR to furnish Raffle info and prize info to HR. HR to produce page, PJR waiting on info and decisions.

04/10/17 Waiting decision on raffle.

**Action 21/09/17-1:-** Ongoing (04/10/17)

## 23) Secretary to be able to add delete committee members and change order - 04/10/17-1

**Action 04/10/17-1: Secretary ability to edit committee (low)**

**Action 04/10/17-1:** Ongoing (04/10/17)

## 24) Automatic Email to Decent and Hidden Earth-04/10/17-2

Performa's were previously developed and emails generated on request but only sent to GPF Sec. Need to change so that these are sent when expedition leaders notified. Content to be again discussed with Decent and Hidden Earth.

**Action 04/10/17-2a: PJR to talk to Decent and Hidden Earth (Med)**

04/10/17 PJR talked to HE Lecture Secretary and said information was great. Descent didnt seem to want to help out. AE and PJR to talk to Chirs Howes sometime.

**Action 04/10/17-2a:** Ongoing (04/10/17)

**Action 04/10/17-2b: Auto email to Desent + HE (Med)**

**Action 04/10/17-2b:** Ongoing (04/10/17)

**25) Archive page- bug on very last row, cannot upload files popup does not appear. 04/10/17-3**

**Action 04/10/17-3: Henry to fix bug. (Med)**

**Action 04/10/17-3:** Ongoing (04/10/17)

**26) Database backup. 04/10/17-4**

Add button to committee page with "time" (to indicate last time backed up) when pressed backs up complete data base to disc.

**Action 04/10/17-4: PJR to discuss with HP and HP to implement. (High)**

**Action 04/10/17-4:** Ongoing (04/10/17)

**27) Ability to load no GPF funded Expedition Reports to site. 04/10/17-5**

Be able to load no GPF reports into Archive??

**Action 04/10/17-5: PJR to discuss with HP and evaluate. (Low-Med)**

**Action 04/10/17-5:** Ongoing (04/10/17)

**28) BUG - Financial comment on meeting page and Treas page. 04/10/17-6**

Comments on the financial meeting page and the Treasurer's page do not save correctly, comments seemed to being wiped out. Possible error on Financial page.

**Action 04/10/17-6: PJR to discuss with HP, HP to fix. (Top Priority)**

**Action 04/10/17-6:** Ongoing (04/10/17)

**29) Cash over allocation check on Committee comments 04/10/17-7**

Check system that when committee member allocates cash and save data that it is not over allocated. PJR to check and HR to implement if not.

**Action 04/10/17-7: Cash over allocation checker. (Med)**

04/10/17: PJR needs to check current system.

**Action 04/10/17-7:** Ongoing (04/10/17)

## Appendix A - Apps log entries

### Current

**25 Jul 2017 19:08:08 (Paul I):**

Retainer issued on 23rd Jul 2017 by BACS transfer. "Retention £100 (BCA) issued 23/7/17"

**18 Jul 2017 05:10:53 (System):**

Feedback form submitted

**14 Apr 2017 17:59:09 (Paul I):**

Main grant issued on 14th Apr 2017 by BACS transfer. "Main Award £400 (BCA) by BACS"

**31 Mar 2017 19:22:47 (System):**

Confirmation email with grant allocation details has been sent to the Expedition Leader (casjcave@yahoo.co.uk).

**31 Mar 2017 19:22:47 (System):**

GPF feedback: Well prepared and exciting technical project to a longstanding objective with potential for significant discoveries. It will be very interesting to see the results of the secondary objective.

**31 Mar 2017 19:22:47 (System):**

The Treasurer has confirmed fund allocations. Total grant awarded = £500.

**30 Mar 2017 08:10:16 (System):**

The GPF Committee met on 26th Mar 2017 to allocate funds. Awaiting confirmation from the Treasurer.

**26 Oct 2016 22:24:53 (System):**

Application submitted

### New layout.

**25 Jul 2017 19:08:08 (Paul I):**

Retainer issued on 23rd Jul 2017 by BACS transfer. "Retention £100 (BCA) issued 23/7/17"

**18 Jul 2017 05:10:53 (System):**

Feedback form submitted

**14 Apr 2017 17:59:09 (Paul I):**

Main grant issued on 14th Apr 2017 by BACS transfer. "Main Award £400 (BCA) by BACS"

**31 Mar 2017 19:22:47 (System):**

Confirmation email with grant allocation details has been sent to the Expedition Leader (casjcave@yahoo.co.uk). (Be great if there is a hot link to pull up the email if possible?)

**31 Mar 2017 19:22:47 (System):**

The Treasurer has confirmed fund allocations. Total grant awarded = £500.  
(Main grant £XXX, Retainer £XXX)

**31 Mar 2017 19:22:47 (System):**

The secretary has confirmed feedback and fund allocations.

GPF feedback: Well prepared and exciting technical project to a longstanding objective with potential for significant discoveries. It will be very interesting to see the results of the secondary

objective.

**30 Mar 2017 08:10:16 (System):**

The GPF Committee met on 26th Mar 2017 to allocate funds. Awaiting confirmation from the Secretary and Treasurer

**26 Oct 2016 22:24:53 (System):**

Application submitted

Appendix A - Awards table.

<b>Expedition</b>	<b>Name and Place</b>	<b>Feedback</b>	<b>BCA</b>	<b>GPF</b>	<b>China Caves Project</b>	<b>Alex Pitcher</b>	<b>Total</b>
<b>GPF2017a-001</b>	Huautla Resurgence 2017  Mexico	Well prepared and exciting technical project to a longstanding objective with potential for significant discoveries. Will be very interesting to see the results of the secondary objective.	<b>£500</b>				<b>£500</b>
<b>GPF2017a-002</b>	Alantus Subterranean Landscapes  Greece	The expedition seems reasonably well organised; application reasonably researched and presented from a young not well known team. Hope the trip provides some good discoveries which are documented and published in the appropriate caving media.	<b>£350</b>	<b>£150</b>			<b>£500</b>
<b>GPF2017a-003</b>	Mulu Caves 2017  Malaysia	A large team of generally old veterans doing a mixture of remote and easy exploration. No doubt the results will be good, but a great shame more young people are not encouraged to go on this expedition to learn form the great experience present. It is an expensive place to go and channelling grant money to some younger members might increase their numbers.  * The GPF grant was substantially reduced in view that the expedition received a £2000 grant from the Mount Everest Foundation		<b>£100 *</b>			<b>£100 *</b>
<b>GPF2017a-004</b>	Thailand Krabi Family Expedition  Thailand	Interesting concept of "a family expedition", but, as seems to have been proven by last years trip, may be a good combination of allowing cavers with young families to still do expeditions whilst also making it fun for the children who will be the next generation of cavers. Expedition seems well organised with firm objectives. One negative comment - the application (specifically the personnel section) was incompletely filled in and needs to be improved for future applications.	<b>£600</b>				<b>£600</b>
<b>GPF2017a-005</b>	Pozo Azul 2017  Spain	Another crack at Pozo Azul, pushing a system that is at the forefront of cave diving in the world. Flying the flag for British caving. Will be well planned and executed. We look forward to seeing the results.	<b>£850</b>				<b>£850</b>

<b>GPF2017a-006</b>	Ario Caves Project 2017  Spain	A large team with good exploration experience. There are a reasonable number of younger people who will benefit from the experience, but very few students going to benefit from a good expedition. Nice to see the Ario project having a major revival.	<b>£800</b>			<b>2 * £75</b>	<b>£800</b> + <b>£150</b>
<b>GPF2017a-007</b>	Tresviso 2017  Spain	Some realistic although potentially quite tough objectives for this expedition, especially considering the expedition is only two weeks. The team chosen however seems suitable for the task with plenty of hard Dachstein veteran experience. Look forward to seeing the results.	<b>£500</b>			<b>1 * £75</b>	<b>£500</b> + <b>£75</b>
<b>GPF2017a-008</b>	CUCC Austrian Expedition 2017  Austria	A well-established expedition returning to continue exploration of a large system that they have systematically explored over many years. Good chance of success. Lots of students from several different clubs attending this as their first ever expedition. This will provide excellent expedition training as well as allowing students who have only previously only caved within their own clubs to cave with other students and other more experienced cavers.	<b>£900</b>			<b>2 * £75</b>	<b>£900</b> + <b>£150</b>
<b>GPF2017a-009</b>	Napo 2017  China	Small team of mostly older cavers with good exploration experience. The application lacks real info about the area or research. (e.g. No attachments, Google earth maps etc, which would show the Tiankeng's etc.) They could contact HMG and borrow a lot to the equipment and save a lot of money!!			<b>£700</b>	<b>1 * £75</b>	<b>£700</b> + <b>£75</b>
		<b>Totals</b>	<b>£4500</b>	<b>£250</b>	<b>£700</b>	<b>£450</b>	<b>£5900</b>