

Ghar Parau Foundation

Awards Meeting (Round One – Spring 2019)

Minutes

Purpose of meeting: Annual Awards

Date & time of meeting: 31st March 2019 10:30

Location: Conformance Ltd, Gt Hucklow, Derbyshire.
SK17 8RG

Invitees	Name	Responsibility	
Chairperson	Andy Eavis	Trustee & Chair	AE
	Nick Williams	Trustee	NW
	Paul Ibberson	Trustee & Treasurer	PI
	Phil Rowsell	Secretary	PJR
	Rebecca Lawson (Year - 4)	Elected Member	RL
	Mark Wright (Year - 3)	Elected Member	MW
	Rob Middleton (Year - 2)	Elected Member	RM
	Fleur Lovridge (Year - 1)	Elected Member	FL
	Michael Butcher	BCRA Foreign sec	MB
	Howard Jones	BCA Treasurer	HJ

Item No.	Description
1.	Matters for AOB Cave Link, Indian Caver Request, Madecka Award
2.	Apologies for absence Rob Middleton (Wedding), Mark Wight (Work)
3.	Minutes of previous meeting The minutes of the 23rd September 2018 were agreed to be a true record of the meeting.
4.	Matters arising from the 23rd September 2018 minutes. The GPF Committee Action List 25-03-2019 was reviewed, and updated with tasks that had been completed. (Those not covered by main items are listed below).

	<p>Student Trip Funding</p> <p>PJR indicated that he would like to start a sub committee that would help fund student expeditions (not necessarily exploration). The idea was agreed in principle and PJR to produce a proposal for the scheme to the committee.</p> <p>Action N° 26-03-2018 -10 PJR to produce a proposal for the committee.</p> <p>Action: On Hold.</p>
5.	<p>BCRA Separation Update</p> <p>GPF would like to separate from BCRA (currently being a sub charity) and establish GPF as a separate charity in its own right.</p> <p>The correct documentation must be produced outlining the plans for separation and a suitable proposal document produced to present to the BCRA committee.</p> <p>Action N° 114 BCRA Separation & GPF Constitution Action: Closed</p> <p>Action No 23-09-2018 - 1. Look at the Charity Commission & prepare application Action: Closed</p> <p>Tratman Award</p> <p>Change of Tratman Award to the BCRA</p> <p>As part of the BCRA separation deal, it was thought that the Tratman Award would be better administered by the BCRA, being more science and research than expedition orientated. It was agreed that after the 2017 Award the BCRA will be responsible for managing this award.</p> <p>GPF were not 100% sure when the official handover should take place, PJR to liase with BCRA and decide handover procedure.</p> <p>Action No 31-03-2019-1 Determine Tratman Handover procedure to BCRA 08-04-2019 Email to BCRA indicate GPF to handover Tratman Administration to BCRA before Hidden Earth 2019 and note to say nothing has been received from the Tratman Committee for books published in 2018 Action :Ongoing</p>
6.	<p>Financial Report – <u>Winter 2019</u></p> <p><u>Accounts 2018</u></p> <p>Income</p> <p>Interest returned to more normal levels after the switching of investments in 2017. Going forward a slightly improved overall rate should generate more distributable income. Donations were at a similar level to the previous year in total. No Hidden Earth or China Caves monies were received in the year. A BCA donation for distribution of £5000 was received. This was added to the prior year retention of £600, with £1000 held over to 2019. Total for 2018 was thus £4600. Fundraising for the year was down compared to the previous year which included one-off events. Net income for 2018 was £7.8k</p> <p>Expenditure</p> <p>Distribution of GPF funds was higher than 2017 levels, reflecting the movement in interest income. £600 of GPF funds were distributed, along with £75 for the Tratman award. Alex Pitcher awards totalling £525 were made to 7 individuals. BCA net income of £4600 was distributed and in addition to this a</p>

further £550 was allocated from prior year awards unclaimed or returned. Thus total BCA awards of £5150 were made. Net expenditure for the year was £6.4k which mainly reflected the year-on-year movement in distribution of BCA funding. Overall, a net surplus of £1408 was added to reserves.

Balance Sheet

The Cambridge and Counties deposit matured and was transferred to a Mansfield Building Society notice account with a better rate. A further £5000 of the cash balance was added to the maturing funds in the new account. The NS&I Income Bonds have been retained as they remain a reasonable and safe vehicle for bolstering monthly cash flow.

The cash balance of £3151 includes award retentions and deferred income, with a small residual balance. It is proposed that this balance is added to any further donation income in 2019 and reinvested in either Income Bonds or such other suitable account as is available at the time. The 2018 Accounts were duly accepted and authorised for distribution.

2019 Funding and Awards

Reinvestment

As noted above, surplus cash plus any non-distributable donation income during 2019 is to be reinvested. This should be in either Income Bonds or an alternative should there be a suitable opportunity.

Distribution

Expected 2019 interest income for distribution is approx. £1k, although this may increase should interest rates move positively. It is proposed that £1200 be made available for the current year, noting that over time the level of distributions will match to income. Roughly this would be split £75 Tratman (pending final handover to BCRA), £375 Alex Pitcher and £750 GPF. It is proposed that £500 be made available for the current round of awards, with £250 retained for Round 2. £75 of Pitcher funding is to be retained for Round 2.

BCA funds for distribution of £1000 2018 and £6000 2019 are available. It is proposed that £1750 be held over to Round 2 and thus £5250 is available to be allocated in this round. Total funds available for Round 1 expeditions is therefore £6050, with a further £75 for Tratman.

Other

With respect to the planned separation from BCRA, it is noted that once a final date is agreed a funds reconciliation exercise will be undertaken and all appropriate sums formally transferred to the new independent GPF accordingly. There has been a development in light of the changes required by law to be undertaken by RBS in that a financial incentive exists for customers willing to undergo a transfer to another bank. This is to be investigated to establish any potential benefit to GPF.

A Gift Aid reclaim for recent donations remains outstanding and is to be submitted as soon as possible.

7.

Spring 2019 Round One Awards

GPF Grant Allocation Meeting: Winter 2019																																																																																													
Meeting date: 31-03-2019																																																																																													
																																																																																													
Ref.	Exped Name	Country	Field Man Days (UK cavers)	Award/MD	Award/PP (UK)	Info	BCA	GPF (incl. AP)	China Caves	Other	Exped Total (no AP)	Alex P £75 allocated (applied)	Grand Total	Comments																																																																															
GPF2019a-001	Croatia Cave Diving Expedition 2019 (Izvor Licanke)	Croatia	54 (5)	£6.48	£70.00		£350				£350		£350			<input type="checkbox"/>																																																																													
GPF2019a-002	Withdrawn 2019 Puncak Jaya Expedition to Papua	Indonesia	200 (7)	£0.00	£0.00						£0	0 (1)	£0			<input type="checkbox"/>																																																																													
GPF2019a-003	Mulu 19	Malaysia	414 (16)	£0.48	£12.50			£200			£200	1 (1)	£75	£275			<input type="checkbox"/>																																																																												
GPF2019a-004	Overlooked Armenia	Armenia	56 (4)	£5.36	£75.00			£300			£300		£300			<input type="checkbox"/>																																																																													
GPF2019a-005	Albania Kelmend	Albania	64 (8)	£3.13	£25.00		£200				£200		£200			<input type="checkbox"/>																																																																													
GPF2019a-006	Withdrawn Sarlacc	Canada	100 (3)	£0.00	£0.00						£0		£0			<input type="checkbox"/>																																																																													
GPF2019a-007	Dachstein Expedition	Austria	450 (8)	£2.67	£150.00		£1,200				£1,200		£1,200			<input type="checkbox"/>																																																																													
GPF2019a-008	Anglo-Malaysian Mulu Caves October 2019	Malaysia	432 (12)	£1.16	£41.67		£500				£500		£500			<input type="checkbox"/>																																																																													
GPF2019a-009	Redcoats and Rednecks Tennessee Expedition	United States	400 (22)	£1.50	£27.27		£600				£600		£600			<input type="checkbox"/>																																																																													
GPF2019a-010	Dark side of the moon	Slovenia	602 (9)	£1.66	£111.11		£1,000				£1,000	2 (2)	£150	£1,150			<input type="checkbox"/>																																																																												
GPF2019a-011	CUCC Austria Expedition 2019	Austria	800 (35)	£1.75	£40.00		£1,400				£1,400	1 (2)	£75	£1,475			<input type="checkbox"/>																																																																												
<table border="1"> <tr> <td>Funds (2019)</td> <td>£7,000</td> <td>£1,125</td> <td>£0</td> <td>£0</td> <td></td> </tr> <tr> <td>Retained for R2</td> <td>£1,750</td> <td>£325</td> <td>£0</td> <td>£0</td> <td></td> </tr> <tr> <td>Available now</td> <td>£5,250</td> <td>£800</td> <td>£0</td> <td>£0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>£6,050</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Allocated</td> <td>£5,250</td> <td>£800</td> <td>£0</td> <td>£0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>£5,750</td> <td>4 (6)</td> <td>£300</td> <td>£6,050</td> <td></td> <td></td> </tr> <tr> <td>Left</td> <td>£0</td> <td>£0</td> <td>£0</td> <td>£0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>£0</td> <td></td> <td></td> <td></td> </tr> </table>							Funds (2019)	£7,000	£1,125	£0	£0													Retained for R2	£1,750	£325	£0	£0													Available now	£5,250	£800	£0	£0									£6,050				Allocated	£5,250	£800	£0	£0							£5,750	4 (6)	£300	£6,050			Left	£0	£0	£0	£0									£0					
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Expedition	Feedback
GPF2019a-001	<p>Croatia Cave Diving Expedition 2019 (Izvor Licanke) Good team returning to a diving project started last year. Results from the last expedition require even more sophisticated diving equipment and capable divers. Hopefully the divers can borrow rather than buy a number of scooters to reduce the cost of the expedition. Previous years exploration well documented and publicised. Application well presented and on time this year :-) In a drive by GPF to see more science being conducted in expeditions, the committee would love to see some more explanation of the hydrological/geomorphological context of this cave in the wider region. GPF look forward to seeing this year's results.</p> <p>Applied for Mount Everest funding, but sadly not successful.</p> <p>An addendum was added to the feedback about Dr Natham Smiths research project - refer to Item 12</p>
GPF2019a-002	Application Withdrawn
GPF2019a-003	<p>Mulu 19 An expedition primarily to try and connect a number of known caves into the Clearwater cave system and extend its length, with some additional bolt climbing objectives. Some younger members but mainly over 35 years, possibly reflected by the cost of the expedition. Good application, highlighting the participation of Hazel Barton in an initial recce into the microbiology of the area, a great shame more younger people aren't involved to benefit from her scientific knowledge.</p> <p>Applied and received good support from the Mount Everest Foundation as well as help from Malaysian Airlines, the grant award from GPF reflecting this allowing monies to be allocated elsewhere.</p> <p>An addendum was added to the feedback about Dr Natham Smiths research project - refer to Item 12</p>
GPF2019a-004	<p>Overlooked Armenia Small (little known - relatively young by normal standards) team going to recce a new area. The team has done their home work (as shown by a good application), both identifying the area they want to look at as well as communicating with the local cavers (the head of the Armenian Speleological Centre - participating in the expedition). The team leader has a good understanding of caves and their development. Hopefully the results will be fruitful, (with possible hydrological and biological studies) which will warrant an full scale expedition next year.</p> <p>An addendum was added to the feedback about Dr Natham Smiths research project - refer to Item 12</p>
GPF2019a-005	<p>Albania Kelmend A return to previously visited area on several occasions. An exceptionally poor application making judgement on objectives, expedition costs, personnel etc very difficult. Previous feedback and reports also could be more precise, documenting findings etc in a more scientific way. It is hoped this year things will change -grant allocation reflects this unsatisfactory application and the hope that better documentation and science is undertaken during this year's application.</p> <p>An addendum was added to the feedback about Dr Natham Smiths research project - refer to Item 12</p>
GPF2019a-006	Application Withdrawn
GPF2019a-007	Dachstein Expedition

	<p>Longstanding project from a dedicated and tenacious team with a long record of exploration. Fantastic to see a GPF application from the expedition. Achieved a long sought-after goal of connecting the Dachstein plateau to the Hirlatz system making a 1560m deep cave. Traditionally this expo has had large numbers of students and younger cavers though it is led and organised by cavers who have been involved for many years. Application a bit lacking of young members attending, but the committee appreciate the problem of students unwilling to commit to the exped at this early stage. The expedition could benefit from some more documentation and publications especially considering the great surveying that is being undertaken, possibly with a bit of scientific explanation of the hydrology of the area.</p> <p>An addendum was added to the feedback about Dr Natham Smiths research project - refer to Item 12</p>
GPF2019a-008	<p>Anglo-Malaysian Mulu Caves October 2019</p> <p>2nd expedition to Mulu to continue exploration of a different part of the national park Whiterock, but not subject to the same MEF grant as GPF2019a-001. Good application but objectives a bit lost in historical prose. Team members indicated to being a mixture of young and old, some of which know the area well; the younger members will definitely benefit from the older experience. Documentation from the group has always been very good and hopefully will continue to include some scientific studies.</p> <p>An addendum was added to the feedback about Dr Natham Smiths research project - refer to Item 12</p>
GPF2019a-009	<p>Redcoats and Rednecks Tennessee Expedition</p> <p>After an initial small man recce building good relationship with the local US cavers, they are return to this caving area with a larger team. Good application with clear objectives (including cave diving) focused on high quality surveying. Hopefully this might be extended to include other forms of cave science such as biology, hydrology etc. This expedition will be a good training ground for the less experienced younger cavers participating, who hopefully will go onto a more demanding expedition. GPF are looking forward to the expedition report.</p> <p>An addendum was added to the feedback about Dr Natham Smiths research project - refer to Item 12</p>
GPF2019a-010	<p>Dark side of the moon.</p> <p>Established expedition with good reputation for documentation, excellent training for cavers new to expedition. Good prospects for significant new finds. This year however, the team is very young with the oldest member being 25years age, but should be excellent training for cavers new to expedition. 2 x Pitcher applicants appear the epitome of the target audience and should be funded accordingly. Good use of technology for cave exploration, with cave-link, paperless surveying and drones, hopefully this will be extended into conducting more cave science.</p> <p>An addendum was added to the feedback about Dr Natham Smiths research project - refer to Item 12</p>

8.	<p>Constitution / Standing Orders</p> <p>During the application process to the Charity Commission, it was apparent that the Ghar Parau Foundation was not a small charity (needing a Constitution) but a charitable trust. A charitable trust document was completed and signed by the first Trustees of the new independent Ghar Parau Foundation. The old constitution (which had been modified for the application by the first Trustees) has been adopted as a set of standing orders governing the running of the Foundation and the Management Committee. The Management Committee was asked to review this document and indicate any comments and give email approval to PJR so that this document can be officially accepted, and subsequently ratified at the Autumn 2019 meeting.</p>
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	<p>Action 31-03-2019- 2 Circulation of proposed GPF Standing Orders Action: Closed</p> <p>Action 31-03-2019-3 Committee Approval of GPF Standing Orders Action: Ongoing.</p>
9.	<p>Website</p> <p>PJR indicated that the website and the application management system is generally working pretty well. PJR drove specially to Sheffield to meet HP (who happened to also be in the country) for a Website meeting. The beta test site is now operational where changes can be tested on data prior to uploading to the official site, and some new features were shown to the committee.</p> <p>HP indicated that GPF web space was running out on the BCA server. PJR to liase with Cookie and request more.</p> <p>Action WS 13-03-2019-1 Server Space for GPF website 31-03-2019 Email send to Cookie 08-04-2019 Reminder send to Cookie Action: Ongoing - awaiting reply</p> <p>There are still a number of improvement that are outstanding (work in progress) and these are listed on a separate website action list. The main items that are considered worth of note:-</p> <p>WS No117 Mount Everest Foundation Application Process and Review (High priority) To gain comments by all the committee on the MEF applications, a new process has been developed similar to that used when commenting on the GPF applications with a ranking system from A+ to A-. These comments will be carried across for the GPF application which are reviewed a month later in the spring round.</p> <p>Added to Action WS No117. Action: Ongoing.</p> <p>WS N° 115 : Add old GPF Archive to current website (Low Priority) Action: On going</p> <p>WS N° 105 : Website new page showing grant allocation (Low Priority) Action: closed</p> <p>WS 26/03/18-5 Closing date for Committee comments - better clarification. Action: Closed</p> <p>WS13/03/19-6 Active Expedition Caver Committee Member Application process via website. Action: On going</p> <p>WS 31-03-2019-1 - All Committee Application Comments email (Medium Priority) Committee agreed that the time to review other committee members' comments was too short and needed to be elongated. (Done by change of defaults in system). PJR will also implement an email to be sent on the day the applications are closed to comment, containing all the</p>

	<p>comments of the committee Members. Action: On going</p> <p>WS13/03/19-7 Publishing of minutes and accounts on Main site Agreement was given to publish Minutes and Accounts on the main site. Action: On going</p>
10.	<p>Fund Raising</p> <p>a) Robin Gray Pictures Robin Gray has donated a number of paintings to GPF. A discussion was held to suggest the best way of selling these paintings. It was suggested that good photos are taken of these paintings and they are put on Ebay for potential sale. Good photos of these paintings are required and it was suggested that Freya (Nick Williams daughter) might be able to do this in the summer. PJR will also contact Robin Gray and ask if he could write a short summary about each painting to add to the information about the painting when selling.</p> <p>PJR also suggested that the set of Descents donated this way should also be sold this way. RM volunteered to help sell these items on Ebay.</p> <p>Action N° 26-03-2018 -5b Fund Raising - Selling of donated items (Robin Gray Paintings) Action: On Going</p> <p>Action No 31-03-2019-4 Thank-you note to Robin Gray Action: Closed</p> <p>b) Jim Eyre's Cartoons Jim Eyre’s cartoons were sent to Rob Middleton. These are to be on passed to Phil Papard who will organise an auction on behalf of Ghar Parau.</p> <p>Action No 23-09-2018 - 2 Fund Raising - Auction of Jim Ayres Cartoons Action: On going</p> <p>Action No 23-09-2018 - 3 Fund Raising - Selling of other Memorabilia Action: Ongoing</p> <p>c) Caving Songs Book. Rostam Namaghi has produced an Ebook of caving songs that he is selling with the profits for Ghar Parau. PI has supplied Rostam with the GPF bank details so sales will be paid straight in to the GPF account</p> <p>To date funds raised from this song book have been:- £200 Donation from Rostam, £67 in 2018 and £17 to date in 2019.</p> <p>d) 50 Golden Years of Caving Grand Prize Draw Winners. AE indicated that the 50 Golden Years of caving Grand Prize Draw winners had just returned from their trip to Mulu. AE will ask them to write a little report with some photos so it can be put on the GPF website.</p> <p>Action No 23-09-2018 - 4: Add Website slider</p>

	<p style="text-align: center;">Action: On going</p> <p>e) Hidden Earth 2018 Raffle Results Scurion Raffle in aid of the Ghar Parau Foundation at Hidden Earth , add result to website</p> <p style="text-align: center;">Action No 23-09-2018 - 4: Add Website slider Action: Closed</p> <p>f) Card Sales A cheque from Jeff Wade for £150 for card sales in France.</p>
11.	<p>BCA Insurance Update</p> <p>BCA have been pursuing an adventure insurance policy along the lines of the old BCRA scheme of old, with emphasis on expeditions rather than individuals being covered and surety over rescue costs. A proposal is going to BCA Council 13/4/19. See attached for Draft BCA council Proposal.</p> <p>Underwriters have asked if GPF are happy that a question on the policy application would be along the lines of “Has the expedition GPF approval?”</p> <p>GPF agreed to this so long as:</p> <ol style="list-style-type: none"> 1) No liability attached to GPF. Action No 31-03-2019- 5 HJJ to ensure Action: On going 2) Any low claim rebate the policy attracted came back to GPF via BCA. Action No 31-03-2019-6 Action HJJ to ensure Action: On going <p>It was agreed a link from the GPF web site to the insurance web site would be established in due course Action WS 31-03-2019-16 GPF link to Insurance Page Action: On going</p>
12.	<p>Research Help Request.</p> <p>GPF received a request from a Dr Nathan Smith, a Research Associate at Manchester University for help with his research into the understanding of the post-expedition experience, caving expeditions being of particular interest. GPF decided to support this research and an addendum would be attached to the GPF application feedback encouraging expedition leaders to ask their participating members to fill out a questionnaire form on return from their expedition.</p> <p>Action No 31-03-2019-7 Email to Dr Nathan Smith to indicate GPF support for this year PJR to send Email to Dr Nathan Smith to inform GPF would help support his research by including his website questionnaire etc for the year of 2019 03-04-2019: Email sent indicating GPF agreed to publicise this research project to the expedition leaders Action: Closed</p> <p>Action No 31-03-2019-8 - Add information on how to partake in this survey to GPF Application feedback</p>

	<p>PJR to add necessary word to the GPG application Feedback.</p> <p>"GPF has had a request from a Dr Nathan Smith, a Research Associate at Manchester University for help with his research into the understanding of the post-expedition experience, caving expeditions being of particular interest. GPF would like to support this research and expedition leaders are encouraged to ask their participating members to fill out a questionnaire form on return from their expedition.</p> <p>More information about his research can be obtained by emailing him directly at Nathan.smith@manchester.ac.uk . The questionnaire can be found at https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=llKI38I5H "</p> <p>08-04-2019 Added to GPF feedback email sent out on 08-04-2019</p> <p>Action: Closed</p>
13.	<p>Members - discussion of elected member replacement.</p> <p>Request for list of previous elected members.</p> <p>Action N° 26-03-2018 -8 PJR to produce a list of previous elected members.</p> <p>Action Closed</p> <p>Trevor Faulkner's position also needs to be clarified with BCRA as he resigned as BCRA foreign secretary and it is unknown whether a new BCRA foreign secretary has been elected.</p> <p>Action N° 26-03-2018 -9 BCRA Foreign Secretary Representative clarification.</p> <p>Action: Closed</p> <p>Mark Wright Commitment</p> <p>Concern was raised that Mark had not completed the website feedback for a number of times since his election. This is considered an important part of a committee members duties. The committee requested a note to be sent to inquire Marks commitment to the Management Committee or work or other issues were causing problems undertaking his duties, in which case he was asked to review his commitment and committee positions.</p> <p>Action No 31-03-2019-9 Email to Mark Wright about GPF Committee Commitment PJR to write to MW to express committees concern. Action: On going</p>
12.	<p>a) Cave Link</p> <p>MB requested an AOB discussion on Cave Link as a number of Expeds had requests of money to buy a cave link system. This discussion actually occurred during the Round Allocation session. The overwhelming view was that GPF did not want to itself buy these units and be responsible for their management, upkeep distribution etc. This had previously been tried and had not been found to be both satisfactory and functional. While the committee was not 100% in agreement, money was given to two of the long established expeditions that are deep camping and would be useful. The money was not sufficient to buy a complete system but a significant contribution. The GPF feedback would request that these units would also be available to other Expeds if the units were not in use on their Exped.</p> <p>b) Indian Caver Request</p> <p>Email received by BCA indicating that an Indian caver was interesting attending a caving Expedition. Recommendation was 1) that a message button would be put on the Grant summary page where the current are listed that would allow individuals to contact the expedition leaders (See</p>

Website Action list Action **WS31-03-2019-16**) and 2) An email should be sent to Simon Brooks who organises the Megalaya Expeditions.

31-03-2019-9 Request by Indian Caver for expedition info via BCA

Email was sent to Simon Brooks informing him of this request.

Action: Closed

c) The Merdeka Award - Update

In September 2018, the Mulu Caves Project was awarded a Merdeka Award, which is part of a series of awards presented by a consortium of companies in Malaysia.

Typically 5 awards in different categories are presented each year. The Mulu Caves Project got the award for "helping the people of Malaysia". It's normally given to a foreign individual, so in this case it was presented to Andy Eavis being the longest serving and oldest member of the hierarchy of the Mulu Caves Project.

The award of MYR 300,000.00 is approximately £60,000.00. At the moment it is residing in the bank in Kuala Lumpur. In the fullness of time, it will be repatriated to Britain and given to the Ghar Parau Foundation in its entirety. With Gift Aid and other tax benefits, it could reach £100,000.00 in total, which would clearly be a significant increase on the GPF capital fund. There may be a change in the standing orders of GPF to allow Malaysians participating in British expeditions to be able to benefit.

The money will be transferred and organised once the new charity for GPF is established.

Action No 31-03-2019-?? The Merdeka Award - Updates

AE to keep Management Committee informed of developments

Action: Ongoing

d) A vote of thanks to Anna

A vote of thanks was expressed to Anna for supplying a fantastic lunch.

Action N° 31-03-2019-12 Expression of thanks to Anna

PJR to express committee's appreciation to Anna.

02-04-2019: PJR sent Bunch of flowers (at his expense)

Action: closed

e) Encouragement of more Science in expeditions.

MB raised the issue that BCRA would like to encourage more expeditions to conduct more science. GPF committee agreed. MB to compose sentence to add to GPF application feedback .

Action No 31-03-2019 Encouragement of more Science in expeditions

MB to generate comments and PJR to included into Expedition Feedback

08-04-2019 Email reply to both MB and John Gunn (BCRA) emailed comments about this. John Gunn suggested a "Science for Expeditions workshop" with encouragement from GPF to attend, AOB for next meeting. PJR added various comments in GPF feedback to highlight encouragement for science as a stop gap before a better plan is developed.

	Action: Ongoing
13.	Date of next meetings Autumn Meeting: Hidden Earth - Sunday 29th September 2019 :10:30 (N.B. Provisional date , Unknown Venue) Spring Meeting: Great Hucklow - Sunday 29th March 2020 :10:30

GPF Committee Action Summary List (09/04/2019)

Action Number	Action Description	Date Raised	Who	Rank	Date Closed
N° 112	<p>Induction of new Members.</p> <p>Suitable documentation should be produced to inform Committee members of their duties.</p> <p>26-03-18 : Document produced, explaining responsibilities and how to log to committee part of website. Screen shots have been taken of adding individual comments and will be updated in due course.</p> <p>20-09-18 : New documentation supplied to Fleur Loveridge (new rotational member) who used the documentation to log into the system and make comments etc without any problems. No major recommendations were suggested.</p> <p>Action: Closed.</p>	26-03-17	PJR	Top	20/09/18
N° 114	<p>BCRA Separation & GPF Constitution</p> <p>01-10-17: PJR, NW,PI and AE to generate a clear road map to Divorce and implement.</p> <p>25-03-18: PJR indicated that due to time pressures little work has been done on this, but it is regarded top priority.</p> <p>23-09-2018: A new GPF constitution was drafted and taken to BCRA Council on the 24th June. After some discussion of why GPF was seeking to separate from BCRA, BCRA decided to support the separation and suggested some changes to the constitution. It tasked GPF to finalise its new constitution to be rubber stamped at the BCRA council meeting on the 16th September in time for final proposal to BCRA members at its AGM on the 6th October 2018. The BCRA Council agreed to support the motion and new GPF constitution on the 16th September 2018. GPF await the decision from the BCRA members about GPF being allowed to separate from BCRA:</p> <p>13-10-2019 BCRA AGM passed the resolution that GPF could separate from BCRA.</p> <p>Action: Closed</p>	01-10-17	PJR, NW, PI, AE	Top	06/10/18
N° 26-03-2018 -1	<p>PI to reinvest £50k in either the United Trust 1 Year Fixed Rate bond or a comparable FSCS protected alternative once the existing bond matures.</p> <p>31-03-2019 Invested in Building Society 23-04-2018</p> <p>Action: Closed</p>	26-03-18	PI	Top	31-03-18
N° 26-03-2018 -2	<p>Tratman Award 2017</p> <p>Andy Eavis to contact the Tratman committee and explore the possibility of awarding a Joint/Tri way Tratman 2017 award.</p> <p>14-04-18: AE reported that he had talked to the Tratman committee and their view was that only</p>	26-03-18	AE	High	15-04-18

	<p>one award was to be given.</p> <p>Action: Closed</p>				
N° 26-03-2018 -3	<p>Fund Raising - Selling of donated items.</p> <p>NW to organise his daughter Freya to photograph these paintings.</p> <p>09-08-18 Freya Took photos and these were on passed Rob Middleton</p> <p>Action: Closed</p>	26-03-18	NW	Med	09-08-18
N° 26-03-2018 -4	<p>Fund Raising - Selling of donated items.</p> <p>PJR to contact Robin Gray and see if he will write a short description for each painting.</p> <p>05/04/2018: PJR - resent emails to different email as no reply.</p> <p>18-04-2018 PJR contacted Robin Gray and he supplied short summaries for each painting. These were passed on to Rob Middleton.</p> <p>Action: Closed</p>	26-03-18	PJR	Med	18-04-18
N° 26-03-2018 -5a	<p>Fund Raising - Selling of donated items.</p> <p>PJR will give RM the relevant items to be photographed.</p> <p>31-03-2018: Items delivered via Nick Williams along with other GPF items donated.</p> <p>Action: Closed</p>	26-03-18	PJR	Med	31-03-18
N° 26-03-2018 -5b	<p>Fund Raising - Selling of donated items (Robin Gray Paintings)</p> <p>. RM will establish a GPF Ebay account and attempt to sell these painting along with GPF cards on Ebay</p> <p>31-03-2019 RM sold many of the painting (see minutes but one or two items still remain). RM indicated that 11 out of the 12 pictures had been sold on Ebay and had raise £831.99 for Ghar Parau.</p> <p>Action: On going</p>	26-03-18	RM	Med	On going
N° 26-03-2018 - 6	<p>Elected member - Retirement</p> <p>Email to be sent to Rich Hudson to thank him for the contribution he has made during his term</p> <p>29-03-2018 Email sent:</p> <p>Action: Closed</p>	26-03-18	PJR	High	29-03-18
N° 26-03-2018 - 7	<p>Elected member - Invitation.</p> <p>PJR to contact Fleur Loveridge and establish if she would be interesting in serving on the GPF committee as a rotational member.</p> <p>27-03-2018 PJR contacted FL. FL agreed to serve as active expedition caving member</p> <p>Action : Closed</p>	26-03-18	PJR	High	27-03-18

N° 26-03-2018 -8	<p>Elected member - Previous member list.</p> <p>PJR to produce a list of previous elected members</p> <p>23-09-2018: PJR - Generated but not circulated to the committee prior to the meeting.</p> <p>31-03-2019: PJR suggested to committee that this data was put onto the website along side the new active expedition caving member application screen. Added Website Action WS13/03/19-6</p> <p>Action : Closed</p>	26-03-18	PJR	Low	On going
N° 26-03-2018 -9	<p>BCRA Foreign Secretary Representative clarification</p> <p>PJR to send a email to BCRA chairman to clarify situation.</p> <p>With the agreement on the separation, BCRA will elect an representative to the GPF Committee. .</p> <p>23-09-2018: On hold until the new charity is formed and BCRA elect a representative.</p> <p>17-01-2019: BCRA informed GPF that Michael Butcher was the New BCRA representative for GPF. Michael was given access to the committee pages and attended this meeting</p> <p>Action: Closed</p>	26-03-18	PJR	High	28-03-18
N° 26-03-2018 -10	<p>Student Trip Funding Sub committee. PJR to produce a proposal for the GPF committee of how this sub committee will operate</p> <p>23-09-18: On hold - PJR debating whether this is of value.</p> <p>31-03-19: On hold</p>	26-03-18	PJR	Low	On hold
N° 26-03-2018 -11	<p>A vote of thanks to Anna</p> <p>27-03-18 Card Sent.</p> <p>Action: Closed</p>	26-03-18	PJR	Top	27-03-18
No 23-09-2018 - 1	<p>Action N° 23-09-2018 - 1. Look at the Charity Commision & prepare application</p> <p>PJR to look at the Charity Commission website to determine a road map for forming a new Charity in preparation for a successful decision from the BCRA AGM.</p> <p>11-03-2019: An application was submitted from the Ghar Parau Foundation to become an independent Charity on the 11-03-2019. The application is now in the hands of the Charity Commission and GPF are waiting their response.</p> <p>Action: Closed</p>	23-09-18	PJR	Top	13-03-19
No 23-09-2018 - 2	<p>Fund Raising - Auction of Jim Ayres Cartoons</p> <p>Rob Middleton to organise the delivery of the Jim Ayres cartoons to Phil Papard and ensure that the auction takes place.</p> <p>31-03-19 RM had trouble contacting PP, and The Jim Eyre cartoons are currently being advertised in the NPC and hopefully RRPC newsletters to be sold by silent auction by 15th</p>	23-09-18	RM	High	On Going

	April. Action: On going				
No 23-09-2018 - 3	Fund Raising - Selling of other Memorabilia Rob Middleton to organise the selling of the other items given to GPF on ebay or other suitable venues. e.g. the descents, the additional books etc. 31-03-2019 - No update given Action: On Going	23-09-18	RM	High	Go going
No 23-09-2018 - 4	50 Golden Years of Caving Grand Prize Draw Winners. Website slider AE indicated that the 50 Golden Years of caving Grand Prize Draw winners had just returned from their trip to Mulu. AE will ask them to write a little report with some photos so it can be put on the GPF website. 12/10/2018 information received from Alex (prize winner). 28/10/2018 On passed to Henry Patton for inclusion in the GPF Website slider. 31-03-2019 Stalled Action: On Going	23-09-18	PJR, AE, HP	Med	Go going
No23-09-2018 -5	Hidden Earth 2018 results - Website slider Add results to the website as a slider for publicity. 31-03-2019 PJR had given data to HP and slide is on website Action: Closed	23-09-18	PJR, HP	Med	31-03-19
No 31-03-2019-1	Tratman Award The Tratman Award has/will be given to BCRA to administer. PJR to write to BCRA to agree when this handover will take place. Once handed over Webpage will be pulled. PJR to liase with BCRA and decide handover procedure/date. 08-04-2019 Email to BCRA indicate GPF to handover Tratman Administration to BCRA before Hidden Earth 2019 and note to say nothing has been received from the Tratman Committee for books published in 2018 Action: On Going	31-03-19	PJR		On going
No31-03-2019-2	Circulation of proposed Standing Orders The GPF trustees have revamped the old 1974 GPF constitution into a new set of Standing Orders to run along side the new Charitable Trust Document signed by the trustees. Document to be circulated to the rest of the management committee for comments and approval. 31-03-2019 Document sent to Committee with comment to be received by 21-03-2019	31-03-19	PJR	High	31-03-19

	Action: Closed				
No 31-03-2019-3	Committee Approval of GPF Standing Orders Committee members to review document and give feed back and indicate their acceptance or not. 31-03-2019 Responses required by the 21st April 2019. Ratification at Autumn Meeting. Action: Ongoing.	31-03-19	All	Low	On going
No 31-03-2019-4	Thank-you note to Robin Gray Card to be send to Robing Gray expressing thanks for his support for GPF and how much the sale of his pictures had currently raised. 02-04-2019 Card sent to Robin Gray Action: Closed	31-03-19	PJR	Med	02-04-19
No 31-03-2019-5	BCA Insurance - Confirm no liability on GPF for "GPF approval" 31-03-2019 HJJ to confirm to GPF that no liability will be laid on GPF in the event of a claim etc id GPF are seen to give insurance approval to expeditions Action: On Going	31-03-19	HJJ	Med	On going
No 31-03-2019-6	BCA Insurance - Low claim rebate to be given to GPF 31-03-2019 HJJ to explore the potential of any insurance kick back to be given to GPF Action: On Going	31-03-19	HJJ	Med	On going
No 31-03-2019-7	Action No 31-03-2019-7 Email to Dr Nathan Smith to indicate GPF support for this year PJR to send Email to Dr Nathan Smith to inform GPF would help support his research by including his website questionnaire etc for the year of 2019 03-04-2019: Email sent indicating GPF agreed to publicise this research project to the expedition leaders Action: Closed	31-03-19	PJR`	Med	03-04-19
No 31-03-2019-8	Action No 31-03-2019-8 - Add information on how to partake in this survey to GPF Application feedback PJR to add necessary word to the GPG application Feedback. . "GPF has had a request from a Dr Nathan Smith, a Research Associate at Manchester University for help with his research into the understanding of the post-expedition experience, caving expeditions being of particular interest. GPF would like to support this research and expedition leaders are encouraged to ask their participating members to fill out a questionnaire form on return from their expedition.	31-03-19	PJR	Low	XX-04-19

	<p>More information about his research can be obtained by emailing him directly at Nathan.smith@manchester.ac.uk . The questionnaire can be found at https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=IIKI38I5H "</p> <p>08-04-2019 Added to GPF feedback email sent out on 08-04-2019</p> <p>Action: Closed</p>				
No 31-03-2019-9	<p>Mark Wright GPF Committee Commitment</p> <p>Committee decided to write to Mark to ensure he still has commitment to GPF as a number of meeting has been missed and feedback on application has not be left for a number of rounds.</p> <p>31-03-19 PJR to write to Mark</p> <p>03-04-2019: PJR send email to MW</p> <p>Action: Closed</p>	31-03-19	PJR	Med	03-04-19
No 31-03-2019-10	<p>Request by Indian Caver for expedition info via BCA</p> <p>A request for info about attending expeditions was raised. Suggestion that Simon Brooks to be a good person to contact.</p> <p>31-03-2019 Email sent to S Brooks with email chain</p> <p>31-03-2019 Simon Brooks replied saying he had already been in contact with him</p> <p>Action: closed</p>	31-03-19	PJR	Low	31-03-19
No 31-03-2019-11	<p>The Merdeka Award - Updates</p> <p>In September 2018, the Mulu Caves Project was awarded a Merdeka Award, which is part of a series of awards presented by a consortium of companies in Malaysia. This award may be donated to GPF</p> <p>AE to keep Management committee informed of developments</p> <p>Action: Ongoing</p>	31-03-19	AE	Med	On going
No 31-03-2019-12	<p>Expression of thanks to Anna</p> <p>PJR to express committee's appreciation to Anna.</p> <p>02-04-2019: PJR sent Bunch of flowers (at his expense)</p> <p>Action closed</p>	31-03-19	PJR	High	02-04-19
No 31-03-2019-13	<p>Encouragement of More Science in expeditions</p> <p>MB raised the issue that BCRA would like to encourage more expeditions to conduct more science. GPF committee agreed. MB to compose sentence to add to GPF application feedback .</p> <p>31-03-2019 MB composed email including proposed sentences</p> <p>31-03-2019 BCRA John Gunn replied</p>	31-03-19	PJR	Med	On going

	<p>08-04-2019 PJR Email reply to both MB and John Gunn (BCRA) emailed comments about this. John Gunn suggested a "Science for Expeditions workshop" with encouragement from GPF to attend, AOB for next meeting. PJR added various comments in GPF feedback to highlight encouragement for science as a stop gap before a better plan is developed.</p> <p>Action: Ongoing</p>				
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Website Actions

Action Number	Description	Who	Priority	Time-frame	Comp
<p>WS N° 105 26/03/2017</p>	<p>Main Site - Website new page showing grant allocation 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 Performa for the table.</p> <p>26/03/2017: PJR to produce table and Henry to put into slider and on a big home page 21/09/2017: PJR - 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: HP - 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. 26/03/2018: PJR - PJR to test on Beta page - ongoing 01/04/2018: HP - http://www.gharparau.org.uk/awards_summary/, with link to map archive. Not publicly linked yet though. 05/04/2018: PJR looks good! Can we split the Expeds by rounds i.e. put Winter 2018 and summer 2018. What about also putting a button next to map button for feedback and another for expedition report? For CUCC this year only put one leader as will start a trend. I edited it to only one, use that name. Can we list then 1 - largest as we are used to seeing it this way (it is currently upside down for the committee). Is this generated automatically?? Still would like to get some sort of feedback comments on it, but need to discuss methodology not to make it too laborious. 13/05/2018: HP Rounds split, and ordering updated. There is a download link on the archive page so don't think it would be necessary here too. Changed the CUCC leader to one name. Still not public. 10/3/2019: HP Can the page above be public now? 13/3/2019: PR Discriminate current round better. Add GPF feedback below. 31/03//2019 PJR reviewed page at Committee meeting on live GPF website Action: Closed</p>	<p>PJR, HP</p>	<p>Med</p>		<p>31/03/19</p>

<p>WS N° 110 26/03/2017</p>	<p>Apps Log - 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.</p> <p>26/03/2017: Henry to change. 21/09/2017: PJR - Done?? I have not closed an application need to check with you first. but see below. 22/09/2017: HP - Closing the app will just change a database field and no emails are sent. PJR Test on beta site? 26/03/2018: PJR - Ongoing, need to test on beta site. 05/04/2018: PJR - Yes seems to work ok. Only thing i would change is to have a different button than green tick to indicate you can close the application. Once closed this column has then has the green tick symbol (indicating complete) along with the completed in the next step column. Withdrawn Applications Problem, when closing off a withdrawn application it allows you to withdraw it and make comment why this was withdrawn, but it then doesn't close it off, so you can withdraw it again. It needs to be non editable after withdrawn this includes the app log (still editable). Also but not important. May be the info list could also have the archive date at the bottom. It also jumps back to the main page, should stay on current round page. 13/05/2018: HP – The button is changed to an archive cabinet before signing off, then green tick afterwards. Removed the withdraw button once withdrawn. App log uneditable once withdrawn or closed off. App Info list now has date archived. Stopped page refresh on withdrawal. Also added the withdrawal email text to the status log. 13/3/2019: PR change the archive symbol from the cupboard. Change text from ‘Archive applicaton’ to ‘Ready to archive’, in red. Then change background of row. Action: Ongoing</p>	<p>PJR, HP</p>	<p>High</p>		<p>Ongoing</p>
<p>WS N° 113 21/09/2017</p>	<p>Apps Log -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.</p> <p>21/09/2017: Henry to supply PJR with form to add data retrospectively to catch up apps log. 27/09/2017: PJR - Form to PJR, PJR to fill in form (low priority) 26/03/2018: PJR - Need to find form, possibly use Katie Eavis to populate?? Ongoing. 01/04/2018: HP. Found form 05/04/2018: PJR yes I found form too but need to discuss as didn't understand it. 13/3/2019: HP: resend form. Template for filling in past logs. Action: Ongoing</p>	<p>PJR, HP</p>	<p>Low</p>		<p>Ongoing</p>

<p>WS N° 115 30/10/2016</p>	<p>Main Site - Add old GPF Archive to current website (Low Priority)</p> <p>30/10/2016 : Katie Eavis has supplied Henry Patton with an table of Archive data and this will be incorporated into the website.</p> <p>26/03/2018 : The process is still on going as other website issues have taken priority.</p> <p>26-03-2017: The process is still on going.</p> <p>01-10-2017: The process is still on going.</p> <p>01-10-2017: The process is still on going.</p> <p>26/03/2018: The process is still on going as other website issues have taken priority</p> <p>05/04/2018: PJR - PJR went to NW and has what Katie did on hard drive, when time allows will look at this and will discuss way forward with HP.</p> <p>23/09/2018: The process is still on going as other website issues have taken priority.</p> <p>31/03/2019: The process is still on going as other website issues have taken priority</p> <p>Action: Ongoing</p>	<p>PJR, HP</p>	<p>Low</p>		<p>Ongoing</p>
<p>WS N° 116 26/03/2017</p>	<p>Main Site - Tratman Award 2016 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.</p> <p>26/03/2017: Henry and Phil to discuss.</p> <p>22/09/2017: PJR - Will receive info after meeting and Tratman decision ratified</p> <p>04/10/2017: PJR - Final version received by Chris Howes, passed on for Henry to incorporate.</p> <p>04/10/2017: PJR - Henry has put 2016 info on site, but still waiting photo of award statue from Chris Howes.</p> <p>26/03/2018: PJR - Due to Chris Howes having problems, not pushed for photo – Ongoing</p> <p>13/3/2019: PR – HP to pull tratman award when handover to BCRA agreed</p> <p>Action: Ongoing</p>	<p>PJR, HP</p>	<p>Low</p>		<p>Ongoing</p>

<p>WS N° 117 26/03/2017</p>	<p>Committee pages - Mount Everest Foundation Application Process and Review Incorporate process into the Website so that applicants know these new rules. Committee comments to be incorporated into present system.</p> <p>26/03/2017: PJR to liase with Henry Patton and ensure that the Mount Everest Application process is clearly explained on the website. 01/10/2017 : PJR needs to furnish Henry Patton with the wordage to be put on the website On going 26/03/2018 : Still on going 01/04/2018: HP - A question has been added on the beta app form, and also an email is sent out to the committee once it is submitted. The application can be viewed early in the apps management screen, rather than the usual step 1. 05/04/2018 :PJR - PJR has completely redone the grant application info information. Need to send to Henry and discuss, load on beta site and test process. 14/05/2018: HP Have added the help text to the MEF question on the beta form. Waiting for confirmation on the criteria text before updating front page. 10/3/2019: MEF question was used in the app form for GPF2019a – a review/ranking screen of MEF applicants for committee members has been added to the beta site. Front page criteria information updated. 13/3/2019: HP: Add mef rank on review of all application. Change ranking to A+ to C-. Add a new page for the secretary to be able to send an email to MEF. Like step 4. MEF feedback on each expedition. Change flowline, depending on what user logins 31-03-2019: Pages on beta site have been generated, require testing Action: Ongoing</p>	<p>PJR, HP</p>	<p>Top</p>		<p>Ongoing</p>
<p>WS N° 121 21/09/2017</p>	<p>Apps Log - Emails System emails: e.g. 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.</p> <p>21/09/2017: PJR - PJR & HP discuss the possibility to put emails sent by system into apps log. 22/09/2017: HP- Could possibly do but higher priority items. 04/10/2017: PJR - Ongoing as other actions higher priority 26/03/2018: PJR - Ongoing as other actions higher priority 15/5/2018: HP – Confirmation emails now go into the app log (beta site). Also withdrawal emails from the app management screen. Need to do feedback reminders? – yes Action: Ongoing</p>	<p>PJR, HP</p>	<p>Med</p>		<p>Ongoing</p>

<p>WS 04/10/17-2a</p>	<p>System - Automatic Email to Decent and Hidden Earth - Info required 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.</p> <p>04/10/2017: PJR to talk to Decent and Hidden Earth and establish data provided suitable 04/10/2017: PJR - PJR talked to HE Lecture Secretary and said information was great. Decent didn't seem to want to help out. AE and PJR to talk to Chirs Howes sometime. 26/03/2018: PJR - Chris Howes is having some difficulties - Ongoing Action: Ongoing</p>	<p>PJR</p>	<p>Med</p>		<p>Ongoing</p>
<p>WS 04/10/17-2b</p>	<p>System - Automatic Email to Decent and Hidden Earth - Automatic sending 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.</p> <p>04/10/2017: HP to implement Auto email to Decent + HE 26/03/2018: PJR - Email go to Secretary only when special button pressed. Need to change to automatic when Expedition leaders notified. Content can be revised later. HP to implement 05/04/2018: PJR - Need to discuss with HP 13/3/2019: HP – Send when step 5 confirmed Action: Ongoing</p>	<p>HP</p>	<p>Med</p>		<p>Ongoing</p>
<p>WS 04/10/17-5</p>	<p>Main Site - Ability to load no GPF funded Expedition Reports to site. Be able to load no GPF reports into Archive??</p> <p>04/10/2017: PJR to discuss with HP and evaluate. 26/03/2018: PJR - Discussed again with Henry, special form must be developed to capture some basic data to allow it function within Database and Website. Regarded low priority and will be implemented when Action WS N° 115 is progressed. 10/3/2019: HP – Full Expedition reports of GPF expeds can now be uploaded after the feedback form has been submitted. 13/3/2019: PR Create account first, then upload from homepage. Where, dates, coordinates, contact details, short text. Action: Ongoing</p>	<p>HP, PJR</p>	<p>Low-Med</p>		<p>Ongoing</p>

<p>WS 26/03/18-5</p>	<p>System - Closing date for Committee comments - better clarification. This is the email sent to committee, needs to better clarify when ability to comment will close i.e. date and time. A Eavis complained about not being clear.</p> <p>Dear Committee member, Applications submitted for the latest round of funding are now open for review. You are encouraged to leave feedback on each expedition via the GPF website prior to the next meeting, so that discussions on the day will be as efficient as possible. Opportunity to leave feedback will close 48 hours (better to say Midnight on the 24th march 2018" - but must be calculated from default) before the meeting, whereafter all comments will be available to read by the whole Committee. The next meeting is currently set for Sunday, Please inform the GPF Secretary by email (secretary@gharparau.org.uk) if you are able to attend or not. Log in to the GPF website at: www.admin.gharparau.org.uk.</p> <p>The date on the Home page during the individual comment process also needs this clear notification of date and time, apparently has the wrong date. .</p> <p>26/03/2018: HP to fix so it is 100% clear to avoid any possible confusion 01/04/2018: HP Updated the email and linked to the value saved in the defaults page 05/04/2018: PJR - Checked committee screen and clear. Not checked email 10/03/2019: HP – Setup now for this email to be sent automatically on a certain date. Just need to decide when. 13/3/2019 – Send secretary a reminder to send the committee reminder instead. 31-03-2019 An email has changed so that it is less confusing, clearly indicating the closing date for committee comment. Action: closed</p>	<p>HP</p>	<p>Top</p>		<p>31-03-2019</p>
<p>WS 26/03/18-7a</p>	<p>Main Site - Data Protection Regulations - wording Paul Ibberson to supply some words to form a suitable agreement. 14/5/2018 HP – There have been recent changes in EU law regarding privacy and personal data. E.g., https://www.theverge.com/2018/3/28/17172548/gdpr-compliance-requirements-privacy-notice 31/03/2019 PJR asked Paul to dig out some wordage, Awaiting reply Action: Ongoing</p>	<p>PI</p>	<p>High</p>		<p>Ongoing</p>

WS 26/03/18-7b	<p>Main Site - Data Protection Regulations - implementation HP and PJR to think about implementation of the agreement on the website.</p> <p>27/3/2018 : PJR & Henry discussed implementation. Currently already an agreement that must be agreed to complete registering on site. PJR also suggested that on the submission of an application this agreement is again required, with special reference to the applicant having attained the agreement of the people named in the form for their data also to be held.</p> <p>13/03/2019: PR – Add in text when opening the form too? And on submission – agreed that personal details will be stored. ALSO ON FEEDBACK FORM</p> <p>Action: Ongoing</p>	PJR, HP	High		Ongoing
WS 26/03/18-8	<p>Main Site - Alex pitcher rules - needs another clear statement line that it has to be their first expedition. These also need to be the same as a pop up on the application</p> <p>26/03/2018: HP to Fix form. May be good to have a separate default file that could be edited, so future changes can me easily incorporated, possibly being edited by Secretary</p> <p>01/04/2018: Added bullet point to the criteria page and help text on the form.</p> <p>05/04/2018 : PJR - Needs to say "On their first expedition outside the UK". Is this mentioned in the application process on the Alex Pitcher page?</p> <p>14/5/2018: HP “Outside the UK” text added to the help button and front page criteria. It is also mentioned on the front page criteria, and on the info box when applicants start a new form.</p> <p>13/3/2019: PR Send HP the changes to the criteria.</p> <p>Action: Ongoing</p>	HP	Med		Ongoing
WS 26/03/18-12	<p>Committee pages - Stats table - There were a number of changes requested. Other funding sourced & short fall, £/p/p both all members and qualifying members on stats table. Andy Eavis will also supply some ideas.</p> <p>26/03/2018: PJR to correlate requests and ideas to on pass to HP.</p> <p>Action: Ongoing</p>	HP, PJR, AE	Low		Ongoing
WS15/01/19-2	<p>System - Track cave discoveries</p> <p>Rob Eavis has requested the GPF track yearly British successes in cave exploration by getting feedback on the amount of cave surveyed on each expedition. This can be added as a question to the feedback form.</p> <p>PJR: Discuss with Committee regarding data use.</p> <p>13/03/2019 PJR - Discussed at committee meeting and approved. PJR emailed RE to ask exactly what data he would like to have on feedback submission. Awaiting RE reply</p> <p>03-04-2019 PJR & Rob Eavis corresponding to establish what data rob needs to be pulled form database</p> <p>Action: Ongoing</p>	PR,HP	Med		Ongoing

WS13/03/19-1	<p>Server Space for GPF website The current allocation is nearing capacity 1.39 GB / 1.5 GB. Primarily this is due to increased application attachments, exped reports etc, and will steadily increase each round. It has been suggested to move the site onto a new server. Or we need to get some additional space via Cookie.</p> <p>13/3/2019: PJR Will contact Nick to get site transferred 31/03/2019 PJR Discussed at meeting: Result PJR to Email Cookie and ask for more space. Action: On going</p>	HP, PR	High		Ongoing
WS10/03/19-2	<p>Main Site - New GPF photos – The photos on the ‘About’ page for the GPF are very low quality. Are there any better photos in the archive that could be used? PR: Scan photos Action: Ongoing</p>	HP,PR	Low		Ongoing
WS13/03/19-3	<p>System - Male/Female question on application HP: Send Phil previous Exped personnel to categorize HP. Add question on form. 31-03-2019 Committee rejected the request to ask the information on the form. Add to database and do manually after each round. PJR and HP to discuss best way to implement 05-04-2019 HR to send PJR 2019a people names. Action: Ongoing</p>	PR,HP	High		Ongoing
WS13/03/19-4	<p>Committee pages - Pro-rata GPF allocations based on updated pot value during meeting. Estimated total monies for allocation by committee members during individual comments on a particular round is governed the default settings. At the meeting the actual total allocation amount is decided. It would be good if the system prorated the individual committee allocations to reflect this new actual amount. Action: Ongoing</p>	HP	Low		Ongoing
WS13/03/19-5	<p>Committee pages – attendance for each meeting, apologies, commented. PJR request to have a place to track, attendance apologies and comments left. Action: Ongoing</p>	HP	Low		Ongoing
WS13/03/19-6	<p>Main Site - Active Expedition Caver Committee Member Application process via website. Reflecting the desire to improve how Active Expedition Caver Committee Member are selected an application process is required on the website, and a review process added to the committee pages 13/3/2019: PR Send blurb on what GPF are looking for 13/3/2019: HP add button on whos previously done it. 01-04-2019: PJR send HP fields and ideas of how to implement, previous members also to be included as a pull down on this page. Action: Ongoing</p>	PR,HP	Top		Ongoing
WS13/03/19-7	<p>Main Site - Publishing minutes/accounts on GPF frontpage PJR requested that the Minutes and accounts should be available on the public website 31/03/2019 PJR Discussed at committee meeting and agreed that minutes and accounts should be made available on public site. PJR and HP to discuss best place. Action: Ongoing</p>	HP	Med		Ongoing

WS13/03/19-8	<p>Committee pages - Add action list to committee web pages. Downloadable like the committee documents. PJR requested that the lasted Committee action list and Website action lists could be uploaded to the system and buttons added to the home page near the agenda, minutes and financial buttons Action: Ongoing</p>	HP	Low		Ongoing
WS13/03/19-9	<p>Application Process - Postponing of applications – user withdraws application from round. Can reinstate application at a later time, copies some data for a new application. Only copy into a new round one time. HP: make live for leaders in order for Pete to test. 31/03/2019 PJR postponed applications. This would have been good to be able to do during the committee comments stage. Is it possible to remove allocated money (if allocated back in to the un allocated pot for individuals). When withdrawn either by GPF or Exped leader, it would be good to email committee to indicate this application has been postponed, why (the text) and that you will need to reallocate monies if already done. Also one by the system to the Exped leader to indicate that the application has been withdrawn. In apps management could just make the "Application withdrawn" words in next step red and nothing in with name Print button of the application should also still be available. Action: Ongoing</p>	HP	Med		Ongoing
WS31/03/2019-1	<p>Committee pages - All Committee Application Comments email (Top Priority) When the individual comments closed as email to be sent out indicated that the comments are closed and all comments are open for review, email to contain all comments and allocation?? Action: Ongoing</p>	HP	Top		Ongoing
WS31/03/2019-2	<p>Committee pages - On individual and review all committee member comments add number of participants below two ages limits. Add two age limits and show numbers of people in to committee comments pages. Age limits to be in defaults. Be seen in individual comment and see all committee comment pages Action: Ongoing</p>	HP	Med		Ongoing
WS31/03/2019-3	<p>Application form - Add number of participants to the top of the final application form, also age range AE requested that on the first page of the application, near man days etc the number of participants, number of UK, number of personnel <=25 years, >25<=35 (ages governed by defaults as laidout in WS31/03/2019-2) Action: Ongoing</p>	HP	Low		Ongoing
WS31/03/2019-4	<p>Committee pages - Button to Email their individual comments to themselves. People not sure that there data has been saved. Suggestion that there is an email button that emails their comments to themselves. add on individual comments page. Action: Ongoing</p>	HP	Low		Ongoing

WS31/03/2019-5	<p>Application form - Indication of eligibility of participants for grant aid To exped people screen, add a tick box to indicate that they are eligible for grant aid, i.e. fit the criteria. Currently difficult to tell from non uk people whether they have just been included as multi expedition or qualify for grant aid. Action: Ongoing</p>	HP	High		Ongoing
WS31/03/2019-6	<p>Main Site - Grant History pages - add committee feedback and contact leader buttons Add button to show GPF committee feedback comments on expeditions given to Exped leaders and button to contact the expedition leader via capture code similar to send committee a comment. Action: Ongoing</p>	HP	High		Ongoing
WS31/03/2019-7	<p>Application process - Better indication of application withdrawal On meeting screen it would be good to have may be name or a field, overwritten with "Application Withdrawn" in Red. Action: Ongoing</p>	HP	Low		Ongoing
WS31/09/2019-8	<p>Apps management - Archiving of applications. Many applications not archived. PJR and Paul Ibberson to go through and clean up system 31/03/2019 PJR contact Paul and archive expeditions chase those not finished. Action: Ongoing</p>	PJR, PI	Med		Ongoing
WS31/03/2019-9	<p>Main Site - New slider template for grant allocations each round GPF need a news splash Slider highlighting the new round allocations. PJR to discuss with HP Action: Ongoing</p>	PJR,H P	High		Ongoing
WS31/03/2019-10	<p>Apps management - feedback symbol with green tick through it. PJR requested that the feedback symbol had a green tick through it, as this would help indicate that all 3 steps necessary for archiving had been completed (icing on the cake!) Action: Ongoing</p>	HP	Low		Ongoing
WS31/03/2019-11	<p>Application process - Limit cave experience to 255 characters PJR and HP to discuss whether worth limiting Caving experience to 255 characters Action: Ongoing</p>	HP	Low		Ongoing
WS31/03/2019-12	<p>Committee pages - Stat graphs on personnel PJR done a lot with stats from the personnel database, some automatic graphs would be good. PJR to discuss with HP Action: Ongoing</p>	PJR,H P	Low		Ongoing
WS31/03/2019-13	<p>Application process - Database for personnel, pull in experience etc, help improve data consistency. PJR floated the idea of having a personnel database such that known people in the system could be pulled into the personnel data screen to help aid the application and data consistency. PJR and HP to discuss merit and implementation problems 31-03-2019 HP too much work for not much benefit. Action: Ongoing</p>	HP	Low		Ongoing

WS31/03/2019-14	Committee pages - Highlight multiple people in a round and any clashes. PJR request that it would be good if the system could check whether individuals were listed in a number of expeditions that clashed highlighting possible errors in applications. This could possible be tied in with WS31-03-2019-15 Action: Ongoing	HP	Med		Ongoing
WS31-03-2019-15	Committee pages - Calendar/bar calendar of Expeds PJR requested that a page/ pop up could be generated showing a bar type calendar highlighting when expeditions were occurring. Action: Ongoing	HP	Low		Ongoing
WS 31-03-2019-16	Main Site - GPF link to Insurance Page HJJ indicated that BCA were pursuing and expedition insurance for cavers and a link was requested to this insurance page once the scheme was up and running. JR to liase with HP and provide suitable link to insurance page when scheme officially running. Action: On going	PJR,H P	Med		Ongoing