

Ghar Parau Foundation

Awards Meeting (Round Two – Autumn 2019)

Minutes

Purpose of meeting: Annual Awards

Date & time of meeting: 29th September 2019 10:30

Location: Hidden Earth, Glyndwr University in Wrexham, LL11 2AW

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

Item No.	Description
1.	Matters for AOB Merdeka Award - Andy Eavis, Application award Criteria - Emma Porter.
2.	Apologies for absence Nick Williams (Health Reasons) Mark Wright (No apology given)
3.	Minutes of previous meeting The minutes of the 31st March 2019 were agreed to be a true record of the meeting.
4.	Matters arising from the 31-03-2019 minutes and action list 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).

1) Student Trip Funding

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.

Action N° 26-03-2018 -10 PJR to produce a proposal for the committee.

29-09-2019 While being a good idea, PJR not overly convinced that investment and the return to the donors will be worth the capital investment due to the maturity of the participations based to past experience.

Action: On Hold.

2) 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.

Action N°: 23-09-2018 - 4 Place Grand Prize Draw Winner Website slider on 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

29-09-2019 Committee felt that the competition was a long time ago now and the slider would be of little impact on the website, hence not worth uploading.

Action: Closed

3) BCA Insurance - Confirm no liability on GPF for "GPF approval"

Action N°: 31-03-2019-5

31-03-2019 HJJ to confirm to GPF that no liability will be laid on GPF in the event of a claim etc if GPF are seen to give approval to expeditions

HJJ indicated that following a meeting in London in April 2019, the insurers did not require GPF to approve an expedition and hence there could be no liability for GPF.

Action: Closed

4) BCA Insurance - Low claim rebate to be given to GPF

Action N°: 31-03-2019-6

31-03-2019 HJJ to explore the potential of any insurance rebate to be given to GPF

There is a no claims rebate attached to the BCA Expedition insurance policy. In the event of a rebate it has to be paid to BCA, the policy holder. At Council in March 2019 it was agreed that in all likelihood such a rebate would be donated from BCA to GPF.

Action: Closed

5) Encouragement of More Science in expeditions - add to feedback

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 31-03-2019-13

31-03-2019 MB composed email including proposed sentences

31-03-2019 BCRA John Gunn replied

06-04-2019 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

	<p>encouragement for science as a stop gap before a better plan is developed.</p> <p>08-04-2019 A suitable paragraph was added to the award allocation and application feedback email sent to all applicants highlighting the desire to increase amount of science undertaken during GPF expeditions.</p> <p>(Also see Section 10 - GPF Expedition Science Weekend)</p> <p>Action: Closed</p>
5.	<p>Financial Report – Autumn 2019</p> <p>Overall financial position broadly in line with the R1 forecast. Both income and expenditure to date are as anticipated. The most significant point to note is that in light of the impending de-linking from BCRA, the accounts are likely to be compiled as at 30 September 2019. This has an impact on funds available.</p> <p>R1 funds for distribution were £8200, of which £6125 was allocated (£500 GPF, £300 Alex Pitcher and £5250 BCA, plus an allowance of £75 for Tratman). The remainder of £2075 comprises £325 GPF and £1750 GPF. However, as at the accounting date of 30/9/19, interest income was only likely to be around £900. Hence any further GPF awards in this round would exceed the income generated and it is proposed that no further GPF award is made now, with the exception of a potential £75 Alex Pitcher award which could be funded if deemed appropriate. The £1750 BCA should all be viewed as distributable, although considering one year with another there was £600 retained from 2018 to be utilised in 2019.</p> <p>In terms of cash flow, all R1 main awards have been issued, along with some R1 retentions for early expeditions which have reported back. Outstanding retentions are £600 2019 plus £150 2018; the latter are to be cleared by end 2019.</p> <p>Cash balance is approx. £12k, reflecting the opening surplus, fundraising/donations for the year to date (including £6k from Hidden Earth) and the gift aid tax reclaim due to 31/12/18. Plans to reinvest this balance have been on hold due to the ongoing situation and uncertainty with regard to changing banks and de-linking. Now that these issues have been resolved it is proposed that £10,000 is invested as soon as possible in a fixed United Trust bond paying 1.90%. (For the record, the RBS bank account switch to Yorkshire Bank was completed on 27/9/19).</p> <p>In terms of the separation from BCRA, formal transfers are still to be completed, but currently the plan is to de-link effective 30/9/19. PI to liaise with BCRA to complete necessary accounting formalities. After that, GPF accounts going forward will be completed and presented separately, with a planned first reporting period to 31 December 2019. At that point it is expected that a fully independent position can be reported and a full year forecast for 2020 will be prepared.</p>

The GPF committee discussed the withdrawal of the Napo expedition and were sympathetic to this uncontrollable problem. It was agreed that some funds would be set aside for the potential Thailand expedition and that on receipt of a suitable quick "Email" type application these funds would be released. This figure was agreed to be £300, reflecting that only 4 of the members qualified for support. An Alex Pitcher Award of £75 was also awarded. PJR would discuss the best way to resolve this change in the Application Management System with HP and implement the change.

Expedition	Feedback
<p>GPF2019b-001</p>	<p>Mulu Caves 2020 Grant Award: £750</p> <p>The committee felt that the application was lacking in a lot of detail, with the objectives very basic. Rather than supplying the required information, a reference to the website was given. While this may contain a wealth of information about Mulu expeditions, it requires each of the GPF committee members to search for themselves. This information should be provided in the application. The expedition has a strong team but only 4 out of 14 members are under 35 years which is a great shame considering the wealth of experience other younger cavers could learn from. The expedition will no doubt have some good discoveries, which will be well documented.</p>
<p>GPF2019ab-002</p>	<p>Napo China 2019. This expedition was due to leave on the 12th October. However due to a number of extenuating circumstances relating to the issuing of Chinese visas, the team (already exposed to £400 flights cost loss each) decided not to take the risk of further financial loss of an additional £400 each in attempt to gain a fast track visa which may not be issued, and have cancel this expedition to China. The team have the goal of relocating to Thailand and continue the work of Martin Ellis</p>
<p>GPF2019b-003</p>	<p>Thailand 2019 - Application submitted 08/10/2019 Grant Award £300 + £75 Alex Pitcher</p> <p>Due to Chinese visa problems occurring the Napo China 2019 expedition, ultimately resulting in the withdraw of this expedition, the GPF committee agreed that on submission of a new application, with objectives, personnel and expenditure, GPF would allocate funds to this application. At short notice this application has been done and is well presented with clear objectives' personnel and finance. The team will hopefully still have some good expedition caving to go at despite the change of location at the last minute. An Alex Pitcher award was also awarded and GPF hope that Josh will enjoy his first expedition despite all the initial set backs.</p>
<p>7.</p>	<p>Charity Commission Application</p> <p>An application to the Charity Commission (CC) was submitted and an number of clarifications were required before independent charity status for the Ghar Parau Foundation was given. The response to the CC clarifications questions is attached to the minutes.</p> <p>Key Dates:-</p> <p>13-03-2019 Application Submitted to Charity Commission 07-08-2019 First reply by Charity Commission with a number of clarification questions 27-08-2019 GPF response to clarification Questions 29-08-2019 Charity Commission indicated our Charitable Objective in the Ghar Parau Foundation Trust Deed was not a Charitable objective, but suggested one that was 10-09-2019 A new Ghar Parau Foundation Trust Deed submitted to the Charity Commission 18-09-2019 The Ghar Parau Foundation was given independent Charitable Status, the new charity number being 1185385</p> <p>Points of Consideration</p>

a) Financial Aspects

PI indicated that finances for the new GPF Charity would officially start on the 1st of October 2019. GPF will then prepare accounts for a 3 month period until the end of Dec 2019, followed by annual accounts from there on. PI and the BCRA Treasurer (Andrew Farrant) will discuss and arrange for the formal handover of GPF associated assets with appropriate documentation.

With the new Charitable status PI also indicated he would be applying for a new Gift Aid number which would reflect donations made after the 1st of October 2019.

b) Standing Orders & The Ghar Parau Foundations Trust Deed

At the last meeting the action for the committee to review the minutes was raised and subsequent closed with the Approval by the committee.

Committee Approval of GPF Standing Orders

Committee members to review document and give feed back and indicate their acceptance or not.

Action No 31-03-2019-3

31-03-2019 Responses required by the 21st April 2019. Ratification at Autumn Meeting.

21-04-2019 Some committee members responded with some minor changes that were incorporated.

29-08-2019 The Charity Commission advised GPF that the Foundations object was not a charitable objective!! But suggested one that was, and this was adopted as the new Ghar Parau Foundations charitable objective. (also see Section 7 - Charity Commission Application)

Action: Closed

During application process to the Charity Commission (CC) to become an independent charity, the CC indicated that the current GPF charitable objective "*to advance the science and study of speleology for the public benefit by providing grant aid and advice to participants of expeditions to countries outside of the United Kingdom which are conducting scientific cave exploration and documentation and making public the results and findings thereof.*" cited in the GPF trust deed signed on the 7th March 2019 (and thus included in the GPF Standing Orders) was not actually a charitable objective!

The case worker kindly suggested a charitable objective which was "*To advance the education of the public in general (and particularly amongst scientists) on the subject of speleology through the provision of grants and to promote research for the public benefit in all aspects of that subject and to publish the useful results.*". This was adopted by the Trustees and a new Ghar Parau Foundation Trust Deed submitted to the Charity Commission. The Standing Orders were updated to reflect this change.

The revised Standing orders were ratified by the Management Committee

c) Risk Assessment

In the CC clarification questions dated 07-08-2019, a number of the questions were related to safety and risk assessment and how the GPF trustees were ensuring due diligence was being conducted. NW being an expert in this field produced this set of clarifications. Expeditions' risk assessments provided by Imperial Collage Caving Club, Mulu, and OUCC proved invaluable. The answers provided subsequently proved satisfactory.

As a result of this process however, NW suggests that GPF need to further address these concerns to ensure that GPF is doing the required due diligence. Everyone is in agreement that GPF should not be requesting a Expedition Risk assessment for each application and furthermore, GPF should not

enter into assessing these risk assessments. NW suggested that perhaps on the application form a number of carefully worded questions might be appropriate. These were emailed prior to the meeting to the Secretary who read them out at the meeting (also attached). Due to time constraints the questions were not fully debated, but it was suggested that NW develop these to the Committee for review, before the next meeting.

Action No 29-09-2019-1 Safety and Risk Assessment questions for Grant Application

29-09-2019 NW to further develop suitable questions with appropriate input and circulate suggested questions to be included to the Website Grant application Form

Action: Raised

Action No 29-09-2019-2 Implication of adding Questions to the Website application form

29-09-2019 PJR to liaise with HP and develop a strategy for inclusion.

Action: Raised

d) Grant Making Policy

The CC requested that a Grant Making Policy be submitted as part of the answers to the clarification questions dated 07-08-2019. PJR mainly produced this document for submission.

The policy contains no scoring element to the evaluation and is based on things people would take into account when evaluating an expedition as a result of their expedition knowledge and experience. Many expeditions are bespoke and thus difficult to compare.

The committee felt that a small working group should look at the potential for a simple scoring based method to evaluate GPF grant applications deserves some attention. PJR and FL will attempt to develop a prototype scoring system for review by the committee at the next meeting.

Action No 29-09-2019-3 Grant Making Policy - Scoring process

29-09-2019 PJR and FL to develop a potential scoring process for further discussion.

Action: Raised

e) Other Clarifications

Many of the questions related to how the Trustees ensured due diligence was being conducted and how the Foundation was performing/would perform its charitable objective. The new website (particularly the Application Management System) has gone along way to help this. However, in light of these questions, there are some aspects of GPF grant application process, particularly on the subsequent feedback reports etc and proving they are educating and increasing the knowledge of speleology for the public good.

1) Feedback reports. Currently these are only reviewed by PJR and PI, after which the expedition retainer is released. To ensure that better due diligence is conducted, that these are reviewed by Committee members online, (in a similar way to the application process) and at each meeting, those submitted reviewed and feedback comments supplied back to the expedition leader. There is currently a great spectrum of quality of both feedback reports and Final Expeditions reports which should be addressed, with an aim of bringing up other expedition reports to a similar standard as submitted by the Imperial College Caving Club, Matienzo and Mulu. This also includes a more scientific element (see below).

Better Due Diligence on Feedback reports and Final Expedition Reports

GPF need to develop a better process for documenting due diligence has been done on expedition feedback and final reports, and how this information is being disseminated for the benefit of the public.

	<p>Action 29-09-2019-4 Feedback report due diligence 29-09-2019 PJR to solicit ideas from other committee members, and to liaise with HP and bring a proposal to the spring 2020 Management Committee meeting. Action: Raised</p> <p>2) Lack of Expedition Science. To ensure the Foundation's charitable objective is being met and the Foundation is for the public benefit, the Foundation needs to indicate that it is increasing the knowledge of speleology and cave science. Currently the only scientific work being done by many expeditions is the mapping of cave systems. As discussed at the last GPF management committee meeting, this needs to improve, and a GPF Expedition Science weekend is being organised (see section 10).</p> <p>3) Grant application and Alex Pitcher Award Criteria. Emails from both Emma Porter and Daniel Heins were received raising questions about the awards criteria and their definition (i.e. whether UK resident would meet the criteria and what is an expedition respectively - emails attached). A working group of PJR, RM & HJJ was set up to review all the Grant application and Alex Pitcher award criteria and report back to the GPF Management Committee.</p> <p>Action No: 29-09-2019-5 Review of Award and Pitcher Criteria 29-09-2019: PJR, RM & HJJ to produce recommendations prior to the spring meeting for the committee to review and discuss at the next meeting. Action: Raised</p> <p>CC clarification question response. -Thank you emails. An Email thank-you to be sent on behalf of key persons who helped provide information, that proved useful in the clarification question response.</p> <p>Action No 29-09-2019- 6 GPF Thank-you to CC clarification helpers 29-09-2019 PJR to send out thank you emails on behalf of GPF. Action: Raised</p>
8.	<p>Website PJR and HP have been working through the Website action list, with many of the actions now closed. The list was not reviewed due to time constraints. Two important items were discussed however.</p> <p>1) 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>Action No 117 29-09-2019 PJR indicated to the committee that HP had developed a process on the GPF Beta site. PJR had tested the process, but felt the process was not quite correct and needed a little more thought. PJR and HP to continue this development but prioritise such that it is complete by 31st Dec 2019, prior to the next round which often sees MEF applications. Action: On going</p> <p>Active Expedition Caver Member Application process via website. A new less ad hoc method of selecting Active Expedition Caving Members was suggested at</p>

	<p>the Spring 2019 meeting, involving an application process via the website so that a greater pool of experienced expedition cavers could be considered. The process involves submitting a CV and information about their caving experience.</p> <p>Action No WS13/03/19-6 AECM Application process (via website) 31-03-2019: The concept was discussed with the GPF manage committee and principle agreed. PJR to liase with HP and develop the appropriate application process. 25-09-2019: PJR tested HP beta version, supplied feedback and necessary literature to improve the website. 26-09-2019: HP updated process 29-09-2019: PJR showed beta version to Committee and indicated with a few more minor tweaks this application system would go live. PJR to notify GPF committee members when this process is live. Posts will also be placed on UK caving, the GPF website and Descent, with potential roll-out at other events such as CHECC. Action: On going</p> <p>Action No 29-09-2019-7 Encouragement of suitable candidates to apply 29-09-2019 Once the new Active Expedition Caver Member application process is live, committee members are encouraged suitable candidates to apply. At Hidden Earth PJR gave a talk about GPF with one of the main items being this new application process, which was sadly very poorly attended by both committee members and younger expedition cavers that GPF are seeking to attract. Action: Raised</p>
9.	<p>Fund Raising & Donations</p> <p>a) Fund Raising - Selling of donated items (Robin Gray Paintings) RM will establish a GPF Ebay account and attempt to sell these painting along with GPF cards on Ebay Action No: 26-03-2018 -5b 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. (Also see Action 29-09-2019-8) 02-03-19 PI received all associated funds. Action: Closed</p> <p>Action No: 29-09-2019- 8 Selling of final Robin Gray Painting RM indicated one buyer was playing hard to contact and had not paid or taken the painting. RM to consider whether to re sell the painting on Ebay. Action: Raised</p> <p>b) Fund Raising - Auction of Jim Eyre Cartoons Rob Middleton to organise the delivery of the Jim Eyre cartoons to Phil Papard and ensure that the auction takes place.</p> <p>Action No: 23-09-2018 - 2 Selling of Jim Eyre Cartoons 31-03-2019: 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 April. 16-04-2019: RM by email indicated that the silent auction of the 6 * Jim Eyre cartoons had - raised £305, which was a great success. RM to pass on proceeds to PI.</p>

02-03-2019: PI had received all associated monies

Action: Closed

Action N° 29-09-2019-9 GPF Thank-you to Dave Gill

29-09-2019: PJR to send Dave Gill a thank-you on behalf of GPF and indicate they raised £304.

10-10-2019 Email sent

Action: Closed

c) Fund Raising - Selling of donated items - Descent Magazines

PJR indicated that there was a near complete set of Descents at Nick Williams' place that had been donated and should be sold. RM to review the best method of selling and report back to the committee by email. Chris Howes would be a good contact to consult.

Action N° 29-09-2019-10 Selling of Descent Magazines

29-09-2019: RM to investigate ways of selling the Descents and report back to the committee via Email.

Action: Raised

d) Caving Songs Book.

Rostam Namaghi has produced an Ebook of caving songs that he is selling with the profits for Ghar Parau.

To date funds raised from this song book have been 2018 £67.46, 2019 YTD £35.36, Total £102.82

Hidden Earth 2019 Raffle Results

Scurion Raffle in aid of the Ghar Parau Foundation at Hidden Earth raised £1229 from a sterling effort from Maxine Bateman and Meg.

Action No 29-09-19-11 Put raffle results on GPF Slider and UK caving

29-09-2019: Add Website slider & UK Caving

08-10-2019: Slider and post up

Action: Closed

Action No 29-09-19-12 GPF Thank-you to Maxine Bateman

29-09-2019: Thank you card to be sent.

01-10-2019: Thank-you sent.

Action: Closed

f) Silver Cavers Cup - Silent Auction.

Sam Drake made solid a silver cavers cup and organised a silent auction at Hidden Earth. £351 was raised from this silent auction., the proceeds being donated to GPF.

Action No 29-09-19-13 Put Silent Auction results on GPF Slider and UK caving

29-09-2019: Add Website slider & UK caving

03-10-2019: Slider and Post Up

Action: Closed

Action No 29-09-19-14 GPF Thank-you to Sam Drake

29-09-2019: Thank you card to be sent.

	<p>30-09-2019: Thank-you sent Action: Closed</p> <p>f) Card Sales A cheque from Pat Halliwell for £16.00 was received at Hidden Earth and given to PI.</p> <p>N.B. Since PJR has spend a lot less time in the UK, card sales have plummeted, partly due to market saturation, but also lack of willingness by GPF committee members to take any part in selling them.</p> <p>g) Donations 02-09-2019 Chris Jewell and Jason Mallison donated £400 to GPF Action No 29-09-19-15 GPF Thank-you to Jason Malison and Chris Jewell 02-09-2019: Thank you card to be sent to both. 25-09-2019: Thank-you cards sent. Action: Closed</p>
10.	<p>GPF Expedition Science Workshop As part of both the BCRA and GPF initiative to try and encourage more science to be conducted during expeditions, and ensuring the Foundation is fulfilling its charitable objectives, a GPF Expedition Science Workshop will be organised as an initial step.</p> <p>Action No 29-09-2019-16 Organise Expedition Science Workshop 29-09-2019: PJR indicated that PJR and MB have started organising an expedition science weekend for late March/ April. The weekend would feature a number of session on different topics. A cave link workshop would also be conducted during this weekend. Action: Raised</p>
11.	<p>Members - discussion of elected member replacement.</p> <p>Mark Wright Commitment 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 member's duties. The committee requested a note to be sent to inquire Mark's commitment to the Management Committee or if work or other issues were causing problems in undertaking his duties. If this were the 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 31-03-2019: PJR to write to MW to express committees concern. 04-04-2019: PJR sent email to Mark Wright to question commitment 29-09-2019: No reply had been received by Mark Wright, after a brief discussion it was suggested that Mark Wright was no longer interested in the post. It was suggested that RL continue for an extra year and serve the remainder of Mark Wright's term. Action: Closed</p> <p>Replacement Member As discussed in the Section 8 - Website, the new application process for Active Expedition Caving Member (AECM) would soon be live. Committee members are encouraged suitable applicants to apply. In new AECM should be selected prior to the next meeting.</p>

12.	<p>AOB</p> <p>a) The Merdeka Award - Update</p> <p>At the moment the funds are residing in a bank in Kuala Lumpur. In due course it is expected that these funds will be repatriated to Britain and given to the Ghar Parau Foundation.</p> <p>Action No 31-03-2019-11 The Merdeka Award</p> <p>31-03-2019: AE to keep Management Committee informed of developments</p> <p>29-09-2019: AE indicated that this money might be transferred into the UK during October, after which it would be donated to GPF. PJR suggested at the meeting that it would be good to try and agree the rules (if any) for distribution of the donation which might include a possible change to the current GPF distribution policy. These were explained at the meeting (see attached email). Due to time constraints of the meeting these were not fully explored. The GPF trustees to look at this in more detail, and report back to the GPF Management Committee.</p> <p>Action: Ongoing</p>
13. (12)	<p>Date of next meetings</p> <p>N.B. The agreed date of the spring 2020 GPF Management Committee Meeting decided at the 31-03-2019 meeting was changed (with committee agreement) shortly after. Please note the new date.</p> <p>Spring Meeting: Great Hucklow - Sunday 22th March 2020 :10:30am</p>

Attached Documents

- 1) NW suggested risk assessment questions for GPF Grant Application Form.
- 2) Daniel Heins email clarifying "what is an expedition?"
- 3) Emma Porter email regarding Grant Application Criteria for UK resident.
- 4) PJR email about possible new criteria for capital limit and spending capital above this limit.
- 5) GPF committee Action list 2019-10-10.
- 6) Website Action list. 2019-10-14.
- 7) Answer to CC application Clarification questions. (attachments not included due to size).

GPF Committee Action Summary List (2019/09/29)

Action Number	Action Description	Date Raised	Who	Rank	Date Closed
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>02-03-19: PI received all associated funds</p> <p>Action: Closed</p>	26-03-18	RM	Med	02-03-19
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	31-03-19
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
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>	23-09-18	RM	High	?????

	<p>ActionNo 23-09-2018 - 2</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 April.</p> <p>16-04-2019: RM by email indicated that the silent auction of the 6 * Jim Eyre cartoons had - raised £305, which was a great success. RM to pass on proceeds to PI.</p> <p>02-03-2019: PI had received all associated monies</p> <p>Action: Closed</p>				
No 23-09-2018 - 3	<p>Fund Raising - Selling of other Memorabilia</p> <p>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.</p> <p>31-03-2019 - No update given</p> <p>29-09-2019 Committee felt that the competition was a long time ago now, and the slider would of little impact on the website., and not worth uploading.</p> <p>Action: Closed</p>	23-09-18	RM	High	29-09-19
No 23-09-2018 - 4	<p>50 Golden Years of Caving Grand Prize Draw Winners. Website slider</p> <p>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>12/10/2018 information received from Alex (prize winner).</p> <p>28/10/2018 On passed to Henry Patton for inclusion in the GPF Website slider.</p> <p>31-03-2019 Stalled</p> <p>29-09-2019 Committee felt that the competition was a long time ago now, and the slider would of little impact on the website., and not worth uploading.</p> <p>Action: Closed</p>	23-09-18	PJR, AE, HP	Med	29-09-19
No23-09-2018 -5	<p>Hidden Earth 2018 results - Website slider</p> <p>Add results to the website as a slider for publicity.</p> <p>31-03-2019 PJR had given data to HP and slide is on website</p> <p>Action: Closed</p>	23-09-18	PJR, HP	Med	31-03-19
No 31-03-2019-1	<p>Tratman Award</p> <p>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.</p>	31-03-19	PJR		21-09-19

	<p>PJR to liaise with BCRA and decide handover procedure/date.</p> <p>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</p> <p>Tratman Pages pulled as no longer GPF administered.</p> <p>Action: Closed</p>				
No31-03-2019-2	<p>Circulation of proposed Standing Orders</p> <p>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.</p> <p>31-03-2019 Document sent to Committee with comment to be received by 21-03-2019</p> <p>Action: Closed</p>	31-03-19	PJR	High	31-03-19
No 31-03-2019-3	<p>Committee Approval of GPF Standing Orders</p> <p>Committee members to review document and give feed back and indicate their acceptance or not.</p> <p>31-03-2019 Responses required by the 21st April 2019. Ratification at Autumn Meeting.</p> <p>29-08-2019 The Charity Commission advised GPF that the Foundations object was not a charitable objective!! But suggested one that was, and this was adopted as the new Ghar Parau Foundations charitable objective. (also see Section 7 - Charity Commission Application)</p> <p>Action: Closed</p>	31-03-19	All	Low	31-03-19
No 31-03-2019-4	<p>Thank-you note to Robin Gray</p> <p>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.</p> <p>02-04-2019 Card sent to Robin Gray</p> <p>Action: Closed</p>	31-03-19	PJR	Med	02-04-19
No 31-03-2019-5	<p>BCA Insurance - Confirm no liability on GPF for "GPF approval"</p> <p>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</p> <p>HJJ indicated that following a meeting in London in April 2019, the insurers did not require GPF to approve an expedition and hence there could be no liability for GPF.</p> <p>Action: Closed</p>	31-03-19	HJJ	Med	30-04-19
No 31-03-2019-6	<p>BCA Insurance - Low claim rebate to be given to GPF</p> <p>31-03-2019 HJJ to explore the potential of any insurance kick back to be given to GPF</p>	31-03-19	HJJ	Med	30-04-19

	<p>There is a no claims rebate attached to the BCA Expedition insurance policy. In the event of a rebate it has to be paid to BCA, the policy holder. At Council in March 2019 it was agreed that in all likelihood such a rebate would be donated from BCA to GPF.</p> <p>Action: Closed</p>				
No 31-03-2019-7	<p>Action No 31-03-2019-7 Email to Dr Nathan Smith to indicate GPF support for this year</p> <p>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</p> <p>03-04-2019: Email sent indicating GPF agreed to publicise this research project to the expedition leaders</p> <p>Action: Closed</p>	31-03-19	PJR`	Med	03-04-19
No 31-03-2019-8	<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=llKI3815H "</p> <p>08-04-2019 Added to GPF feedback email sent out on 08-04-2019</p> <p>Action: Closed</p>	31-03-19	PJR	Low	08-04-19
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>31-03-2019: PJR to write to Mark</p> <p>03-04-2019: PJR send email to MW</p> <p>04-04-2019:? PJR sent email to Mark Wright to question commitment</p> <p>29-09-2019: No reply had been received by Mark Wright, after a brief discussion it was suggested that Mark Wright was no longer interested in the post. It was suggested that RL continue for an extra year and serve the remainder of Mark Wrights term.</p>	31-03-19	PJR	Med	03-04-19

	Action: Closed				
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>31-03-2019: AE to keep Management committee informed of developments</p> <p>29-09-2019: AE indicated that this money might be transferred into the UK during October, after which it would be donated to GPF. PJR suggested at the meeting that it would be good to try and agree the rules (if any of the donation and also a possible change to the current GPF distribution policy. These were explained at the meeting (see attached email). Due to time constraints of the meeting these were not fully explored. The GPF trustees to look at this in more detail, and report back to the GPF management committee.</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> <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</p>	31-03-19	PJR	Med	08-04-19

	<p>encouragement for science as a stop gap before a better plan is developed.</p> <p>08- 04 2019 A suitable paragraph was added to the award allocation and application feedback email sent to all applicants highlighting the desire to increase amount of science undertaken during GPF expeditions.</p> <p>(Also see Action No 29-09-2019-16 GPF Expedition Science Weekend)</p> <p>Action: Closed</p>				
No 29-09-2019-1	<p>Safety and Risk Assessment questions for Grant Application</p> <p>29-09-2019 NW to further develop suitable questions with appropriate input and circulate suggested questions to be included to the Website Grant application Form</p> <p>Action: Raised</p>	29-09-19	NW	High	Raised
No 29-09-2019-2	<p>Implication of adding Questions to the Website application form</p> <p>29-09-2019 PJR to liaise with HP and develop a strategy for inclusion.</p> <p>Action: Raised</p>	29-09-19	PJR	High	Raised
No 29-09-2019-3	<p>Grant Making Policy - Scoring process</p> <p>29-09-2019 PJR and FL to develop a potential scoring process for further discussion.</p> <p>Action: Raised</p>	29-09-19	PJR & FL	High	Raised
No 29-09-2019-4	<p>Feedback report due diligence</p> <p>29-09-2019 PJR solicit ideas from other committee members, and to liaise with HP and bring a proposal to the spring 2020 Management Committee meeting.</p> <p>Action: Raised</p>	29-09-19	PJR & HP	High	Raised
No: 29-09-2019-5	<p>Review of Award and Pitcher Criteria</p> <p>29-09-2019: PJR, RM & HJJ to produce recommendations prior to the spring meeting for the committee to review and discuss at the next meeting.</p> <p>Action: Raised</p>	29-09-19	PJR , RM, HJJ	High	Raised
No 29-09-2019- 6	<p>GPF Thank-you Email to CC clarification helpers</p> <p>29-09-2019 PJR to send out thank you emails on behalf of GPF.</p> <p>Action: Raised</p>	29-09-19	PJR	Med	Raised
No 29-09-2019-7	<p>Encouragement of suitable candidates to apply</p> <p>29-09-2019 Once the new Active Expedition Caver Member application process is live, committee members are encouraged suitable candidates to apply. At Hidden Earth PJR gave a talk about GPF with one of the main items being this new application process, which was sadly very poorly attended by both</p>	29-09-19	ALL	High	Raised

	committee members and younger expedition cavers that GPF are seeking to attract. Action: Raised				
No 29-09-2019- 8	Selling of final Robin Gray Painting RM indicated one buyer was playing hard to contact and had not paid or taken the painting. Rm to consider whether to re sell the painting on Ebay. Action: Raised	29-09-19	RM	Med	Raised
N° 29-09-2019-9	GPF Thank-you to Dave Gill 29-09-2019: PJR to send Dave Gill a thank-you on behalf of GPF and indicate they raised £304 10-10-2019@ PJR sent email to Dave Gill. Action: Closed	29-09-19	PJR	Med	10-10-19
N° 29-09-2019-10	Selling of Descent Magazines 29-09-2019: RM to investigate ways of selling the Descents and report back to the committee via Email. Action: Raised	29-09-19	PJR	RM	Raised
No 29-09-19-11	Put raffle results on GPF Slider and UK caving 29-09-2019: Add Website slider & UK Caving 08-09-2019: The Scurion Raffle prize data took a while to source due to email PJR problems. All data put on UK Caving and GPF website by 08/10/2019 Action: Closed	29-09-19	PJR	Med	08-10-19
No 29-09-19-12	GPF Thank-you to Maxine Bateman 29-09-2019: Thank you card to be sent. 01-10-2019: Thank-you sent. Action: Closed	29-09-19	PJR	High	01-10-19
No 29-09-19-13	Put Silent Auction results on GPF Slider and UK caving 29-09-19: Add Website slider & UK caving 03-10-19: Slider and info placed on UK caving and GPF Slider Action: Closed	29-09-19	PJR	High	03-10-19
No 29-09-19-14	GPF Thank-you to Sam Drake 29-09-2019: Thank you card to be sent. 30-09-2019: Thank-you sent Action: Closed	29-09-19	PJR	Med	30-09-19

<p>No 29-09-19-15</p>	<p>GPF Thank-you to Jason Malison and Chris Jewell 25-09-2019: Thank you card to be sent to both. 25-09-2019: Thank-you cards sent. Action: Closed</p>	<p>29-09-19</p>	<p>PJR</p>	<p>Med</p>	<p>25-09-19</p>
<p>No 29-09-2019-16</p>	<p>Organise Expedition Science Workshop 29-09-2019: PJR indicated that PJR and MB has started a organising an expedition science weekend for late March/ April. The weekend would feature a number of session on different topics. A cave link workshop would also be conducted during this weekend. Action: Raised</p>	<p>29-09-19</p>	<p>PJR & MB</p>	<p>High</p>	<p>Raised</p>

Website Actions 2019-10-14

Action Number	Description	Who	Priority	Time-frame	Comp
<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: resent form. Template for filling in past logs. 21/09/2019: PJR: - PJR had form, need to order form!! 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. 26-03-2017: The process is still on going. 01-10-2017: The process is still on going. 01-10-2017: The process is still on going. 26/03/2018: The process is still on going as other website issues have taken priority 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. 23/09/2018: The process is still on going as other website issues have taken priority. 31/03/2019: The process is still on going as other website issues have taken priority 21/09/2019: The process is still on going as other website issues have taken priority 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. 22/09/2017: PJR - Will receive info after meeting and Tratman decision ratified 04/10/2017: PJR - Final version received by Chris Howes, passed on for Henry to incorporate. 04/10/2017: PJR - Henry has put 2016 info on site, but still waiting photo of award statue from Chris Howes. 26/03/2018: PJR - Due to Chris Howes having problems, not pushed for photo – Ongoing 13/3/2019: PR – HP to pull tratman award when handover to BCRA agreed 21/09/2019 PJR: Tratman page has been pulled from site as now BCRA award. Note sent to John Gunn to indicate so. Action: Closed</p>	<p>PJR, HP</p>	<p>Low</p>		<p>21-09-2019</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 15/4/2019: Updated MEF secretary page to send an email to mef (emails now under default options). Wording and functions need checking. 21/09/2019: PJR looked at pages and needs better logic in progress. Needs reviewing 11/10/2019: PJR sent HP a new logic document for MEF process, both to discuss Action: Needs review</p>	<p>PJR, HP</p>	<p>Top</p>		<p>Ongoing</p>

<p>WS 04/10/17-2a</p>	<p>System - Automatic Email to Descent 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. Descent 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 21/03/2019: PJR to talk to Chris Howes Action: Ongoing</p>	<p>PJR</p>	<p>Med</p>		<p>Ongoing</p>
<p>WS 04/10/17-2b</p>	<p>System - Automatic Email to Descent 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 Descent + 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 16/4/2019: Need to know what info needs sending to both before implementing 21/09/2019: PJR Process possible, waiting on WS04/10/17-2a Action: Ongoing</p>	<p>HP</p>	<p>Med</p>	<p>Short-Med. Need gd error reporting.</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. 21/09/2019:PJR PJR and HP discussed implementation. Need to create an bogus expedition that is recognised and not applied for grant funding then use new upload final report process the same as a funded application Action: Ongoing</p>	<p>HP, PJR</p>	<p>Low-Med</p>	<p>Long</p>	<p>Ongoing</p>

WS 26/03/18-7a	<p>Main Site - Data Protection Regulations - wording Paul Ibberson to supply some words to form a suitable agreement.</p> <p>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</p> <p>31/03/2019 PJR asked Paul to dig out some wordage, Awaiting reply</p> <p>21/09/2019 PJR to chase Paul, 22/09/2019 email sent asking paul for words</p> <p>23-09-2019 PI replied saying already sent and attached words. On passed to HP.</p> <p>Action: Ongoing</p>	PI	High	Short	Ongoing
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>21/09/2019: PJR - will be added when WS26/03/18--7a</p> <p>Action: Ongoing</p>	PJR, HP	High	Short-Med	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>21/09/2019 PJR - Sent HP latest criteria and has been implemented on website</p> <p>Action: Closed</p>	HP,PR	Med	Short	21/09/21019
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>21/09/2019: PJR- stated no request had been received so far.</p> <p>Action: Ongoing</p>	HP, PJR, AE	Low	Short-Med	Ongoing

WS15/01/19-2	<p>System - Track cave discoveries 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. PJR: Discuss with Committee regarding data use. 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 03-04-2019 PJR & Rob Eavis corresponding to establish what data rob needs to be pulled form database 21/09/2019 PJR to send Rob Eavis an email. Action: Ongoing</p>	PR,HP	Med	Short	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 PJR: 21/09/2019 PJR looked at "the Ghar Parau" book photos not really good for scanning. Asked Andy Eavis and via Tony Waltham 7 pictures send, and on pass to HP. Captions required. Rob Middleton's Uncle apparently led the 1971 Ghar Parau expedition. Email sent to Rob to see if he can help with finding more photos. Process on going. PJR: 22/09/2019 Tony Waltham via Andy Eavis supplies photos, no captions, PJR passed on to HP PJR:10/10/2019 Tony Waltham provide more photos and captions for all. PJR on passed to HP. HP to incorporate into about page and put on captions to photos. Action: Ongoing</p>	HP,PR	Low	Short	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 17/4/2019: Added a page in the agm archive table – personnel genders can be edited. It’s a long table but the search can filter down expeds shown 21/09/2019: PJR Some changes to method of imputing data required. Need to be able to sort by Gender and age. PJR to update table. 21/09/2019: PJR updated table, and on passed to HP to update GPF database. Entry method for future rounds has been completed and will use to update data from now on. Action: Ongoing</p>	PR,HP	High		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. 16/4/2019: HP Placed on meeting screen 21/09/2019:PJR screens look good. PJR to catch up historical data 10/10/2019: PJR sent Henry a new table of data with attendances, comments apologies etc. Henry to update tables. 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. 15/4/2019: Form added to the apps page under www.apps.gharparau.org.uk/aecmForm. Enter manually once logged in to make a new form. Needs checking/testing & words on duties. Also added an overview function on the beta admin site. 21/09/2019: PJR looked at forms etc and further discussed implementation with HP. PJR needs to test. PJR needs to supply HP with text for introduction pages. Suggested that contact page is split into contact and to committee. Committee has a link to info about "Active Expedition Caving Member" and application process. Will direct you to login and fill out application form. 22/09/2019: PJR supplied 1st go around text for introduction pages 23-09-2019: HP added text to pages 29-09-2019: PJR showed new pages to GPF committee. All thought good idea. Need some sort of commenting and ranking of applicants. 30-09-2019 PJR need to provide HP with final wordings/ criteria for applicants. 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. 16/4/2019 HP Added a table at www.gharparau.org.uk/documents – needs reviewing before going public. 21/09/2019: PJR & HP discussed implementation. With changes for Active Expedition Caving Member a separate committee page will be formed. on this page a button will link to minutes and accounts. HP to implement. 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 21/09/2019 PJR decided that this was not requires as at the back on the minutes! Action: Closed</p>	HP	Low	Short	21/09/2019

<p>WS13/03/19-9</p>	<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.</p> <p>Also one by the system to the Exped leader to indicate that the application has been withdrawn.</p> <p>In apps management could just make the "Application withdrawn" words in next step red and nothing in with name</p> <p>Print button of the application should also still be available. 20/4/2019: HP Have made live (on beta and for leaders) the system for applications to be withdrawn before the committee meeting by leaders or GPF secretary. A reason must be given and then an email is sent to leader & committee confirming the action. On the leaders side, the application can be reinstated with data partially copied into a new application form. This can be done once from the original application. An email is sent to the committee if the application has received allocations. I'm not sure that removing allocated money from reviews automatically is a good idea as if the leader changes his mind it could be manually reinstated quickly, but that data is otherwise lost. 21/09/2019 PJR suggested that he had already postponed application Need to check postponement to ensure works properly 29/09/2019 PJR postponed Napo expedition. While postponed expedition, not clear whether had completed therefore, postponed expedition twice!! (see apps log). Logic needs sorting. 04/10/2019 HP sorted bugs, process thought OK Action: Closed</p>	<p>HP</p>	<p>Med</p>	<p>Long, incl. testing</p>	<p>04-10-2019</p>
<p>WS31/03/2019-1</p>	<p>Committee pages - All Committee Application Comments email 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?? 21/09/2019: HP said this was possible to implement and would undertake. 26/09/2019: HP sent email showing format, PJR didnt review in time. 10/10/2019: PJR looked at email and very good. PJR & HP discussed possible ways of making system to send out when closing data passed. Concluded that a daily short script might be the best, which would also help some other function related processes. HP to implement</p> <p>Action: Ongoing</p>	<p>HP</p>	<p>Med</p>	<p>Med</p>	<p>Ongoing</p>

WS31/03/2019-3	<p>Application form - Add number of participants to the top of the final application form, also age range</p> <p>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)</p> <p>Action: Was this done?????</p>	HP	Low		15/4/2019
WS31/03/2019-4	<p>Committee pages - Button to Email their individual comments to themselves.</p> <p>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.</p> <p>14/4/2019. HP Suggest to add a review on form exit. People can already print their review summary.</p> <p>21/09/2019: PJR suggested that they dropped this as people are beginning to be come more familiar with using the system.</p> <p>Action: Closed</p>	HP	Low	Short	21/09/2019
WS31/09/2019-8	<p>Apps management - Archiving of applications.</p> <p>Many applications not archived. PJR and Paul Ibberson to go through and clean up system</p> <p>31/03/2019 PJR contact Paul and archive expeditions chase those not finished.</p> <p>21/09/21019 PJR indicated that this urgently needs to be done.</p> <p>Action: Ongoing</p>	PJR, PI	HIGH		Ongoing
WS31/03/2019-12	<p>Committee pages - Stat graphs on personnel</p> <p>PJR done a lot with stats from the personnel database, some automatic graphs would be good.</p> <p>PJR to discuss with HP</p> <p>21/09/2019: PJR needs to supply HP with some table/ graphs etc.</p> <p>Action: Ongoing</p>	PJR,HP	Low	Med	Ongoing
WS31/03/2019-13	<p>Application process - Database for personnel, pull in experience etc, help improve data consistency.</p> <p>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.</p> <p>PJR and HP to discuss merit and implementation problems</p> <p>HP: It's a lot of work for not much benefit, and not a fan of tracking specific people as it sounds like a mini facebook. I'm sure some people will not like their personal data being publicly available without consent ie. Creating an application then being able to search the personnel database.</p> <p>21/09/2019 HP suggested might need to talk about legality of this as using people's data. Low priority</p> <p>Action: Ongoing</p>	HP	Low	V.long	Ongoing
WS31/03/2019-14	<p>Committee pages - Highlight multiple people in a round and any clashes.</p> <p>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</p> <p>21/09/2019: PJR discussed idea of having simple page at meeting that just highlighted people clashes with expeditions. HP to implement.</p> <p>Action: Ongoing</p>	HP	Med	Med	Ongoing

WS 31-03-2019-17	<p>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. 19/06/2019: HJ supplies webpage link, HP generated slider and other links to this page. Action: Closed</p>	PJR,H P	Med	Short	19/06/2019
WS 18/4/2019-1	<p>Charity details Once charity details change, text will need updating across the site and emails sent out (footers). Added a default option so can be changed in time. 21/09/2019: New Charity number etc has been given to Henry to update website, website already updated. Action: Closed</p>	HP,PR	High	Short	21/09/2019
WS21/09/2019-1	<p>Website Sliders - Scurion raffle and Silver Cavers Cup A slider announcing the Hidden Earth 2019 Scurion Raffle and Sam Drake Silver Cavers cup needs to be put on website. PJR to send HP details. 22/09/2019 HP put up two sliders. Action: Closed</p>	HP,PJ R	High	Sort	22/09/2019
WS 21/09/2019-2	<p>Mr Grossat Bug. PJR suggested that HP check why Christine was MR, bug if nothing filled in reverts to MR. error trap to say that this field has not been entered. Action: On going</p>	HP	Med	Sort	Ongoing
WS21/09/2019-3	<p>Place for official Documents e.g Trust deed, standing orders, grant making policy. Official electronic place for these docs. New button will be added to the Committee archive to allow upload of such documents. Action: On going</p>	HP	High	Sort	Ongoing
WS14/10/2019-1	<p>Attendance and comment record viewer A popup that general public can see attendance record and comment record of committee members, past and present?? Action: Raised</p>	HP	Med		Ongoing
WS14/10/2019-2	<p>Genda stats, expedition attendance stats. Now the genda data has been completed, some chart on genda break down, number of expeditions attended etc can be developed. 14/10/2019 PJR so send HP some ideas for designs. Action: Raised</p>	HP	Med		Ongoing
WS14/10/2019-3	<p>Email of feed back reports& full reports received each round for due diligence, committee members should be send an email with all feed back reports (at same time as application data opened or made available to be seen that have come in this round. At the meeting this will be reviewed and a general comment on the standard of the report will be stored in the system. This includes full reports. 14/10/2019 PJR to talk to Henry about this. Action: Raised</p>				

WS14/10/2019-4	Email list of feed back reports& full reports received each round Mailed to BCA library An email of the reports received each round to be sent to the BCA library so that they can log this report exists. 14/10/2019 PJR to talk to Henry about this. Action: Raised				
WS14/10/2019-5	Make BCA Library more prominent Make the library bit bigger. 14/10/2019 PJR to talk to Henry about this. Action: Raised				

1) NW suggested risk assessment questions for GPF Grant Application Form.

Expedition risk assessment questions

Tue 24/09/2019 20:52

From: Nick Williams

To: Phil Rowsell

Some initial thoughts.

I think half a dozen questions is a good number to start with but I could be persuaded that 10 is better. More than that would be undesirable IMHO.

If we went for 10 then my first one would be "Have you done a written risk assessment for your trip?"

I think this needs some careful covering/explanatory text which makes it clear that the purpose of these questions is to promote a culture of safety among caving expeditions and not to judge an expedition's competence. We should also aim to have some example risk assessments downloadable from the web site.

Will leave you to circulate this idea to others as you see fit.

N

1. Will your expedition be completely self-sufficient for a cave rescue?
2. If the answer to Q1 is 'no' then who will you contact for local cave rescue support?
3. Do you have all the equipment required to provide the rescue support you may need?
4. How will you communicate between surface and underground teams?
5. How will you communicate with home?
6. How many members of your team have practised rope rescue?

2) Daniel Heins email clarifying "what is an expedition?"

From: "Henry Patton" <henrypatton@gmail.com>
Sent: 30 September 2019 14:12
To: "Madphil Rowsell" <phil@pjrowsell.com>
Subject: Re: email from archive

[GPF committee] [gharparau.org.uk contact form]: Definition of 'Expedition'

PHIL ROWSELL [pj.rowsell at virgin.net](mailto:pj.rowsell@virgin.net)
Fri Aug 16 09:57:13 BST 2019

- Previous message (by thread): [[GPF committee](#)] [gharparau.org.uk contact form]: Definition of 'Expedition'
- Next message (by thread): [[GPF committee](#)] Izvor Licanke Cave Diving Expedition report 2019
- **Messages sorted by:** [[date](#)] [[thread](#)] [[subject](#)] [[author](#)]

Daniel

Thank-you for your comments. You have raised an interesting issue on the definition of "Expedition" and one the Ghar Parau Foundation should address.

Typically expeditions are generally thought of as longer than a week, involving a number of people so I am not sure a weekend surveying would qualify. It also has to be newly discovered passage (clearly stated on the website). Some actual clarification however would be a good idea.

Grants are given to qualifying people (see website) solely for the purposes of exploration, not in the UK (again clearly stated on the website), so again I am not sure your camping trip would qualify either. Again possibly some better qualification would be beneficial.

GPF meet again this September at Hidden Earth and I will raise your concerns/ suggestion at the meeting and we will endeavour to come up with a clear definition especially of what is calcified as an expediton.

Thanks again for raising this point.

Phil Rowsell
Ghar Parau Secretary

> On 15 August 2019 at 15:25 Daniel Heins <[no-reply at gharparau.org.uk](mailto:no-reply@gharparau.org.uk)> wrote:

3) Emma Porter email regarding Grant Application Criteria for UK resident.

RE: gpf query
Fri 27/09/2019 07:00
From: 90emma@tiscali.co.uk
To: phil@pjrowsell.com

Hi Phil

As mentioned, I have a query re our recent GPF application.

We are a team of 7, 3 of whom (2 Polish, 1 Hungarian) are not UK nationals, which, if successful with the application (albeit the circumstances have now changed), only 4 of us would qualify for any funding. I was wondering why this is.

These 3 have all been living in the UK for at least 14 years (since 2005). Two have settled status, and 1 has residency. All 3 are active in the British caving community, and volunteer/contribute to the caving community ie all are active members of their local cave rescue teams, 2 of the 3 volunteer with us as part of the Hidden Earth technical team each year and are members of local caving clubs. Whilst I appreciate that any funding requires terms and conditions, is this an area that perhaps needs to be reviewed?

The above is probably immaterial for us anyway, as you are aware, we have to make the very difficult decision yesterday to once again cancel our expedition to China due to major visa difficulties (I will send a separate email about the issues), at significant personal loss to all, both financially and in time. We are now trying to look at an alternative destination, and we are currently focussing on Thailand.

Thank you for your consideration.

Emma Porter

4) PJR email about possible new criteria for capital limit and spending capital above this limit.

Meedeka award etc

Tue 24/09/2019 13:13

From: phil@pjrowsell.com

To: andy@andyeavis.com

Cc: nick.williams@hucklow.net, "PAUL IBBERSON", howardjjones@hotmail.co.uk

Andy

I had a good talk with Nick yesterday regarding this and think we have come up with a workable solution, that might keep it simple and tick all the boxes.

This takes into consideration lump sum awards and distribution of capital. Please think of the concept and not the figures as they are only to illustrate the point and GPF have to decide the figures if they like the idea.

1) GPF decide on a amount that is regarded as none spendable capital. The pot cannot go below this.

2) Above this amount, money can be spent from capital for special projects or to top up main grants, but this limited to a amount each year.

This can be spent each year until the none spendable capital limit is reached again.

So lets look at the Merdeka example.

Right now GPF non spendable capital is £100,000 all the money we have.

Lets say The Merdeka award puts in £100,000 into GPF, this give a total of £200,000

If we do like I suggest above, we could decide that to treat £200,000 as non spendable capital is too much (it would also not appease people like Tim Allen). However we could ear mark some of this money to Special grant or grant top up provision.

Thus say we agreed that we would keep £150,000 as none spend capital, this would leave £50,000 to top up or give to special projects such as Clearwater resurvey etc. I think we should put a limit on this to how much a year we can spend of this, i.e. so we cant spend this £50,000 in one go. (if you said £5,000 this would give 10 years of top up special grants, £10,000 per year would give 5 years worth of top ups - we can discuss this).

In this way we are maintaining an agreed capital pot, but it also gives GPF the provision to give extra grants from its fund, up to a certain amount each year. All of these limits can be agreed by GPF

At some point is it is likely that we will get another lump sump donation through wills etc and we can then revise the new none spend able capital.

I think this would work really well, and not get GPF bogged down lots of rules and awards that are only available one project etc, which as more develop will be an administrative nightmare for Paul.

With regards to the Malaysian participants, may be we should look at reforming the criteria, so that we considerer applications that are predominately UK nationals, and can take into account other participants? - need some careful discussion on this??

Phil