**Minutes for the online meeting 5/5/2020**

Present: Alan Wallis, Mel Slade, Jane Archer, Debbie Robinson, Helen Le Page, Steve McKinley, Sarah Francis, Paul Fox (final 10 minutes)

Absent: Ian Komor

Apologies: None sent

The main purpose of this meeting was to clear up a few financial issues/discrepancies.

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| OVER CHARGING BY BML FOR MAPS | **Action to be taken** |
| Sarah has spoken to Nigel at BLM and he has said he will investigate the situation, but due to Covid 19 is in the office by himself.We have definitely over paid for Merrist Wood and we can prove our map order of 235 not 433 which is what we have paid for. It is felt we should be pushing for a refund, rather than a credit note.Sarah has also questioned the amount paid for other events as charges don’t seem consistent with their price lists (although these are changeable if maps are needed in a hurry.) It is thought that the charges made for Horsell and Witley are also wrong. | Sarah to report back as soon as she hears from Nigel. |

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| JUNIOR LEAGUE/SS CHARGES | **Action to be taken** |
| Dave asked if we were happy with the revised Junior League prize winner criteria. We have confirmed that we are.Gordons still owe £100.  Although it looks like we have made a loss on junior events, when the costs have been adjusted from the over payment to BML we are in fact about breaking even. If our final events had taken place we would have made a profit this season.At present we charge £8 for a light green/blue course for non members. Is this too much? It is felt that we are often over charging people (sometimes accidentally) as our sheet is complicated. Mel has produced a simplified version, but it has not yet been put into use.We are still waiting for BOF to set their charges before we rush to change ours. | Dave to publish individual winners and school winner.Sarah to contact them to see if they can pay by BACS.Hold costs for the moment. Sarah to keep updating the spreadsheets when map costs have been adjusted to the correct amounts.Mel will send this to Trisha to have a look at as she is often the one taking money. |

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| SI CHARGES AT EVENTS | **Action to be taken** |
| It was questioned what we should be charging per event for use of SI equipment. At the moment £100 is automatically put into the SI fund (previously called the E Fund)Is this the correct amount?It was questioned what amount covers the cost of the kit taking into account what we have spent on repairs/batteries etc. over the 10 years we have had the kit. (OCAD expenses should not be included.) Should also include computers and printers.Sarah produced records, but these were questioned.It is thought that we spend £15-20 per unit, per year. Batteries last 4 ½-5 years.We have 78 boxes (15 are training kit)At school events we use 38 which works out about £80 | Sarah to look through past records and produce an accurate list of what has been spent on SI equipment over the past 10 years. |

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| SPREAD SHEETS FOR EVENTS/AREA CHARGES | **Action to be taken** |
| The committee still need to see spread sheets for events other than Saturday series before scheduled AGM, so we can see how different events are performing.The committee would like to see land fees as some are felt to be getting very expensive; Wisley and Merrist in particular. Keep optional extras such as buildings out of this fee, as in some cases we could do without. | Sarah to produceSarah and Jane to produce. |

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| BANKING | **Action to be taken** |
| Alan and Helen have now signed all relevant forms and been approved. Sarah has the letter from the bank. Sarah can now log on and see 2nd authentication names.Helen and Alan will be emailed by Sarah when something needs authorising. | Sarah to send Helen and Alan details to get log on code. (This has been done) |

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| EXPENCES CLAIM FORM | **Action to be taken** |
| This has been done, but it was suggested that we should use the BOF one as a template, changing details to suit. | Sarah to look at this |

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| KIT | **Action to be taken** |
| Who keeps inventory of kit and what needs replacing and when?Steve and Calvin store the kitWe don’t account for depreciation. Despite losing income this year due to Covid 19 our accounts are healthy, and we don’t need to panic too much if we need to buy new equipment. |  |

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| COVID 19 RELATED DISCUSSION | **Action to be taken** |
| It is very unlikely that we will get any more income for this year, including our usual London Marathon donation.There are some ideas being suggested on the BOF website about how events might get going again in the futureBOF have asked clubs and individuals for their thoughts/ideas.We need to think about what would be best for our club, whilst keeping within recommended guidelines.For example:events would have to be entered and paid for in advance, so we don’t handle cash.No hiring SI cards on the day, although club members might be able to borrow/hire one for the entire seasonPPE for those who might need to get close to others. | Committee members to read |

Date of next meeting: 2nd June 2020 7.30pm