



Council of Southern Caving Clubs

A constituent member of the British Caving Association
www.csccl.org.uk

Agenda for a General Meeting to be held on Friday 14 Feb 2022, Online Zoom Meeting 19:00. Updated 14Jan2021

1. Attendance

Note,

The CSCC Constitution requires reps to be nominated as reps by their respective clubs. Either annually or before each meeting. Nominations need to be with the secretary before the start of the meeting.

2. Apologies for absence

3. Approval minutes, GM – 19 Nov 2021

4. Chairman's report

- 4.1. Future online meetings; Action of clubs reps to bring their clubs views on continuing with online meetings to this meeting.

5. Secretary's report

- 5.1. New Members

- 5.2. A set of procedures detailing the tasks each officer performs, making handing over the officers job easier. For example bank account numbers; cave access contacts.

- 5.3. Proposed changes to the constitution: to be proposed by the Secretary and seconded by the committee.

The word 'Chairman' to be replaced by the word 'Chair' in the following sections of the constitution; 5g; 6a; 6c; 6f; 6h

Action on the club reps to take this proposed constitutional change back to their respected committees and bring their views to this meeting.

- 5.4. Action on Secretary to bring to this meeting a procedure of handling Actions on officers and members.

An actions list for members and officers will not be produced beyond the draft minutes, agenda and minutes. It is the responsibility of representative attendees to take down actions placed on themselves, by the meeting, at the meetings. The references in the draft minutes and the agenda will act as reminders.

The agenda will now be developed with the Draft minutes and will be published with the draft minutes.

6. Conservation & access officer's report

- 6.1. Labels for gates informing the public how to gain access.

7. Honorary treasurer's report

8. Equipment officer's report

9. Communications officers report

- 9.1. Action on the communications officer and the other officers; to bring a 'process for officers publishing reports on social media' to this meeting.

10. Training officer's report

- 10.1. Report on BCA training and equipment working group – terms of reference

11. BCA representative report

12. Webmasters report

- 12.1. Action on reps to bring back to this meeting thoughts on having a CSCC forum, taking into account the volunteers work setting it up and administrating it.

13. Any other Business



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14. Forthcoming events

15. CSCC Significant dates

Note. This is a list of important dates in the current CSCC year, which runs AGM to AGM. The dates of the AGM, notifications and deadlines are defined in the constitution, this is a reminder. Dates of meetings are initially decided at the AGM however they can be changed. Please consult the website diary.

Friday	14 May 2021	19:00	AGM	Zoom
Monday	6 Sept 2021	19:00	GMZoom	
Friday	19 Nov 2021	19:00	GMZoom	
Tuesday	1 Feb 2022	23:59	Notification to members of upcoming AGM (<u>This is the notification</u>)	
Monday	14 Feb 2022	10:30	GMZoom	
Tuesday	15 March 2022	23:59	Deadline for AGM nominations	
Friday	18 March 2022	19:00	Deadline for AGM constitutional amendments	
Friday	1 April 2022	23:59	Notification to members of AGM nominations	
Friday	13 May 2022	19:00	AGM	Zoom

Proposed significant dates for 2022-2023 year

Note these dates will be agreed at the 2022 AGM, do not rely on them being accurate until they are ratified by the meeting.

They are only repeated here because the November meeting placed an action on the secretary to space the dates more equally about the year.

Monday	15 August 2022	19:00	GM	Zoom
Friday	11 Nov 2022	19:00	GMZoom	
Wednesday	1 Feb 2023	23:59	Notification to members of upcoming AGM (<u>This is the notification</u>)	
Monday	13 Feb 2023	10:30	GMZoom	
Wednesday	15 March 2023	23:59	Deadline for AGM nominations	
Friday	17 March 2023	19:00	Deadline for AGM constitutional amendments	
Saturday	1 April 2023	23:59	Notification to members of AGM nominations	
Friday	13 May 2023	19:00	AGM	Zoom