**GLUG QBM 10 October 2017**

Barrow Cadbury Trust, 6 Kean Street, London WC2B 4AS

Present: Debbie, Mark, Martin, Fi, Val

Apologies: Allan

1. Arrangements for AGM:
   1. Agenda: Allan has prepared templates for notice and agenda etc. **Allan to send out notices this week.**
   2. Minutes of last AGM: **Martin to add Dive Coordinator’s notes**
   3. Draft accounts: circulated by Mark and discussed. **Mark to transfer into standard accounts format for small organisations**
   4. Drinks etc: **Agreed** **£100 to be put behind the bar**
   5. Committee members’ handover: **Val to update comms guide. Debbie to transfer ownership of Dropbox to new committee members.**
2. Marketing update:

Allan has:

* made changes to the membership survey in response to committee feedback. **Agreed to leave circulation to the new committee**.
* explored paid advertising. No responses to enquiries about advertising with Diver and Dive magazines, Scuba Diver and Scuba magazine responded, but too expensive. No response from LIDS.
* looked at whether MailChimp can be set up to send an automated email when members join. Looks as though it might be possible, but integration with website might need to be changed to support it. Guidance [here](http://kb.mailchimp.com/integrations/e-commerce/use-mailchimp-for-e-commerce?_ga=2.249235470.828714784.1500187135-195062895.1461302462).

1. Incorporation

Debbie has investigated formats for Memorandum and Articles for Companies Limited by Guarantee and proposed two options: either using a standard template (advantage that it may be easier to get through the Companies House registration process; disadvantage that it is long and complicated and designed for more complex organisations than GLUG) or modifying the M&A of a local diving club registered as a limited company (format is much simpler and more user-friendly, but unknown whether Companies House would have any objections). Drafts of both are on Dropbox. **Agreed to put incorporation on hold until the new committee is in place.**

1. 2018 dive programme.

Monthly timetable is up on the website.

1. 2017 social calendar

Whales 22 October. **Allan will circulate November date** for Wildlife Photographer of the Year. Fi found skating info for Somerset House – **to do Eventbrite details**.

1. Diving with GLUG guidelines. Fi circulated the guidelines. Minor edits were agreed. **Fi to finalise and add to Dropbox.**
2. Xmas dinner. **Debbie to book table at Taz and put on Eventbrite.**
3. AOB**:** Fi reported that BSAC is going on-line in relationships with affiliated clubs, including Dorothy Divers. As DD is an independent entity and not part of GLUG (though only GLUG members can join DD), this will not affect GLUG.