

# **Directors Meeting Minutes Held at MDRC CIC Ltd Range on Monday, 23 May 2022**

**Present:** - Mark Nicholas; Adam Sinfield; Maria Bartlett; Richard Wilson;

Mike Idziaszcz

## **Resignation of Director: –**

Richard Wilson resigned as both Director & Treasurer

## **Election of new Treasurer with intent to appoint as a director in due course –**

Mike Idziaszcz was elected as new Treasurer and will confirm if he will become a director once looked over documents.

## **Handover of Treasurer Role, Documents, login details, updates re HMRC.**

Richard and Mike met previously and the cheque book and documents were passed over, the last of the folders and documents were given to Mike this evening. Mike is now away for three weeks but upon his return he will go through all items received from Richard and familiarise himself with the systems previously used.

Mike to sign in to HMRC app whilst in contact with Mark to ensure Mike is given access to the app.

Richard needs an invoice from BT and has been receiving emails from them – as soon as he receives the invoice, he will change address and contact details and forward everything to Mike.

We have paid the HMRC fine of £100 and Richard is waiting to hear from them.

*Richard left the meeting as no longer Director.*

After Richard had left checked through some post that had been received but not actioned – we received an additional £100 fine from HMRC and Adam will call and pay them direct. Note – according to HMRC our postcode should end with a Y.

Agreed that Mike will be provided with a laptop by MDRC and Adam will source.

Invoice from Landmarc for licence fee for 2022/2023 received and Mike to pay once returned from holiday.

Richard Snelson to be contacted by Maria to share BT information with Mike.

**Reconciliation of ammunition stocks and cash/cheque balancer (could be done before or after main meeting business to retain focus on main items)**

This will be actioned at a later date.

### **Banking Update**

Adam and Maria on mandate and need to complete form for online banking – which was actioned at the meeting and received by Mark to sign and send off.

Mike to be added to mandate which Mark will action.

Proposed by Adam and seconded by Mark – all Directors agreed that MDRC will buy two Mini McQueen targets for £1400.

Formulation of action list re financial matters

### **Present & Future Payments**

#### ◆ **Outstanding Small Invoices to Consider for Payment.**

Landmarc

HMRC – additional £100 fine

#### ◆ **Ammunition Purchases**

Clinton Nicholls has sourced ammunition for the Club and is awaiting delivery. Ammunition has been paid for in advance of receipt.

#### ◆ **Tunnel Drains – Progress to Date and Invoice Situation.**

Drains = we believe the invoice stands at £6,500 no firm date on when work will be ending or when they want payment – Mark to chase Andy.

◆ **Future Projects – Firing point lights, Shutters for Electric Cabinets, Additional Safes, Purchase of Airguns**

Mark is arranging an electrician for a couple of weeks' time to offer information on changing lights.

Matt has offered to deal with the steel shutters and we will request he gives us a quote. Mark to organise quote from his contact. Both quotes will be reviewed and best quote will be awarded contract.

Additional safe to be ordered and installed in armoury.

All other spending put on hold for now.

**Information sharing/working practices - Amongst directors; Directors and Committee; Directors and RCOs; Directors/Committee/ RCOs and Captains, project leaders etc; Youth Engagement**

Mark to contact Joe Woolley for update and timescales regarding completion of project.

Adam will speak to Joe regarding technology items – records etc.

**Hardware & software**

◆ **Update on Sharepoint Improvements**

Awaiting response from Joe Woolley to communication from Mark.

◆ **Donation of IT Equipment**

Mark to donate all in one screen to Club for use in yellow cabin by members.

**RCOs, RSOs & Keys**

◆ **Update on Course**

Richard and Ian Lucas are not to be put on RCO/RSO course. Next RCO course to be held on 9 and 10 July at Club.

◆ **Consideration of Those no Longer Active Enough to Retain Keys**

Key holder list examined and the following were nominated as people to either voluntarily return keys or have keys taken off them:-

Dave Barrell	Never opens up – email to surrender keys
Chris Mills	Email to surrender keys
Dave Rowland	Mark to contact to request keys surrendered
Steve Sparrow	Mark to contact to request keys surrendered
Chris Tillings	Email to surrender keys
John Wagstaff	Mark to contact to request keys surrendered
Richard Wilson	Need to return armoury key

Maria to draft email requesting keys are to be either dropped off at the Club or sent by signed for post to my address and forward to Mark and Adam for confirmation okay to be sent out.

◆ **Ordering of more keys and Fobs as Required**

Maria to contact Gwent Locksmiths to ascertain if we still have an account with them to enable us to have armoury keys cut. Keys will only be cut if directors in agreement – no fobs required as have plenty at the present time.

◆ **Sharing of information about Obtaining New Keys/Fobs.**

All emails regarding keys are to be shared amongst directors.

**Donation of a Firearm suitable for Juniors**

Mark has a firearm which would be suitable for juniors to utilise and Maria to request additional .22 slot on FAC.

Matt is helping with 100m shoots on a Friday night. The plan is to introduce Monday nights as named discipline nights i.e. First Monday prone; 2<sup>nd</sup> Monday practical; 3<sup>rd</sup> Monday precision etc.

Mark to email Matt for catch up on encouraging junior/cadets who will have a dedicated night for field shooting which will be more interesting to juniors/cadets than plain target shooting.

**Open Days**

First one(s) for MCC employees.

**Future Meetings & Events**

Date for next maintenance day suggested for first week of July – awaiting response from Mark before sending email to members.

Dates for next committee/directors' meetings to be agreed.