

Geograph Project Limited

Company News No 2, January 2016

circulated 31 March 2016

19 January, Banbury

1 Firstly The minutes of 23 November were agreed and signed. Still to do: David, write to members explaining minor classification changes; Robin, find a venue for the AGM, 25 June.

Secretary

2 Complaints A new procedure was agreed for handling complaints from landowners that are received via Contact Us.

3 Registered address The first registered address of the company was the home address of a director. By mutual agreement we will now use a paid-for registered address service. The new address is shown at the foot of this report and on the website. We thanked David for managing the changeover, which involved assembling and updating a host of records and documents prior to upload. One outcome is a more accurate list of members' email addresses; another is clear guidance for volunteer membership secretary, Bill Nicholls; a third is that we now comply fully with legislation.

4 eBay sales David's help had been sought by a contributor, copies of whose photos were being sold on eBay without any reference to his copyright or the CC licence. We agreed that David will write to the sellers detailing what they must do within 14 days to comply with the licence or we may alert eBay.

Treasurer

5 Accounts Michael presented the accounts for the final period of 2015. GPL's accounting year is 1 January to 31 December, so we could see that over 2015 our reserves, donations and costs have all increased. There is a budget for expenditure while GPL's income is entirely from donations. Michael has relentlessly pursued gift aid consents from donors.

6 Sponsorship Richard reported that his approaches to a number of companies had come to nothing. He advised us to ignore the approach from a US coupons website: agreed.

Technical matters

7 Mini-sites Barry reminded us that the Geograph website is supplemented by a number of mini-sites such as media.geograph.org.uk and the company mini-site. They have been delivered from Barry's server at his own expense or hosted by CatN, which is closing to this type of business. We agreed the transfer of all the sites to Layershift, a hosting company, as recommended by Barry and Peter after careful research. GPL will pay for all hosting from now on. See forum thread *Application Testing Volunteers wanted...* 2 February 2016.

Governance

8 Risk register We agreed the risk register that Christine had finalised after 23 November. It is one of the documents that the Charity Commission advises us to have in place. We judged that the greatest risk Geograph faces is depletion of its financial reserves. As against that the smallest risk is of financial mismanagement. The second greatest risk is not carrying out system administration (sysadmin), resulting in steadily declining performance of the websites and the dissatisfaction or loss of users.

9 When a contributor dies We have long needed a written procedure to be followed when we learn of the death of a contributor. Richard Dorrell started a forum thread *Deceased members* 12 February 2015 and kindly volunteered to deal with any case that we hear of. After consulting Richard and noting points made in the forum, Robin presented a revised draft procedure. We agreed it with the inclusion of new steps following the change of registered address. It will support Richard and be added to the Information pages.

The National Trust

10 A forum thread *Photographing National Trust Properties*, begun 30 June 2015, was brought back to life by contributor David Dixon, 9 January 2016, after he received a demand from a Trust officer to remove his photos from Geograph because the CC licence would allow commercial use that had not been licensed by the Trust. Robin circulated a paper on the issue; the Trust's policies towards visitor and commercial photography; the nature of the CC licence as explored in the forum; and how Geograph might respond to the Trust.

11 We discussed how we should present Geograph as a project and as an organisation; the need for an agreement with the Trust; the terms of the CC licence; the high-resolution images that Geograph publishes under the CC licence; and the opportunity to build a relationship with the Trust. We agreed that David should draft a letter to the Trust for our comments. He will let members know in a forum post that this is what we've agreed to do. (An agreed text was sent to Dame Helen Ghosh, Director-General, on 5 February. It prompted an exchange of emails and eventually a meeting.)

Draft Strategy

12 Led by Christine we continued to develop the strategy that will guide us, the trustees, for the next couple of years: clarifying objectives, deadlines, actions and priorities. A number of points were identified for incorporation into the next draft. The intention is to complete and agree it when we meet on 1 March. Then we can explain more about the detail within each broad area of board responsibility.

13 Communication with members The idea of producing a full-blown e-newsletter was floated last summer but it ran aground because of the time required to produce the content. We acknowledged the fate of e-newsletters – Trash, unread. We decided that it would be more useful to circulate a summary of each board meeting to company members once the minutes had been agreed. (The first, starting with the AGM on 27 June 2015 up to our meeting on 23 November, was emailed out on 2 February.)

Not forgotten

14 System administration David and Robin had met to progress the search for a 'sysadmin' to relieve Barry of the burden of system administration. It means managing the servers and the controlling software for optimum performance in delivering the websites to computers and other devices; it's an ongoing commitment. Our bespoke system also needs documenting, a task which Barry and Peter have started to map. There are leads and responses to be followed up. A draft job description is circulating for comment. We have yet to approach any universities for possible assistance.

Next time

15 For some time we've been meeting in a historic room at the back of a quaint old pub in Banbury. However, because of disturbance and kitchen noise – and perishing cold – we agreed that for our meeting on 1 March we would try a venue in Leamington. The town is on the same rail and road routes that we are used to.

The Board

16 Elected by the company members, the eight trustees of the charity and directors of Geograph Project Limited are: Sebastian Ballard (Chair), Richard Croft, Michael Dibb (Treasurer), Peter Facey, David P Howard (Company Secretary), Barry Hunter, Christine Johnstone and Robin Stott.

17 Feedback Our first report was noted by a handful of members in the forum. We received and acknowledged thanks from five members by email. A request for further information was answered. We welcome your comments on this our second summary, preferably direct to us via trustees@geograph.org.uk or in the forum. We will report back when we have reviewed all responses.

Sebastian Ballard

Chair

GPL News Jan 2016