

Hike Norfolk - Annual General Meeting (AGM)

13 April 2011

Scout Headquarters, Jessopp Road, Norwich

Chairman: Richard May (RM)

Minutes: Amy Lees (AL)

Attendees: Tim Arnold (TA), Johanna Cannell (JC), Adele Dodgson (AD),
Graham Finlayson (GF), Ian Hardicker (IH), David Lees (DL), Paula Stone (PS),
Julian White (JW)

No	Agenda Item	Agreed Actions (and member responsible)
1	Welcome by the Chairman	
	RM welcomed the attendees to this year's AGM for Hike Norfolk (HN).	
2	Apologies	
	RM noted that apologies were given by Amanda Hannant, Silje Hovstad, Peter Ward and JS ?	
3	Minutes of previous AGM	
	RM asked the group to provide any comment on the minutes of last year's AGM (held on 20 April 2010). No comments were made and RM signed the minutes as an accurate record of proceedings.	
4	Matters arising	
	JC asked that Policy 7 be amended as it did not match actions listed in minutes listed from previous AGM. RM to raise this in Section 18 of the evening's meeting.	
5	Chairman's Report	
	RM provided a report on the group's activity in the year to April 2011. 57 walks were led, and successful weekends held (i.e.	

	<p>Snowdon), with the group continuing to develop.</p> <p>RM thanked the committee members for their hard work in 2010-11. He noted that the committee was working extremely well as a group and fully supported the nomination of existing committee members to the 2011-12 committee.</p> <p>RM also noted that he was looking forward to continuing this development in the year ahead.</p>	
6	Combined Secretary's Report	
	<p>AL provided a report containing an overview of the walking programme and membership to April 2011.</p> <p>Although excellent information had been collected from HN walk leader's reports, action needed to be taken to address inaccuracies in Rambler's information.</p> <p>However, information obtained suggests the group continues to grow in membership and walk attendance numbers, and that new members appear to be converting into full Rambler's members.</p> <p>RM thanked AL and DL for their work to maintain a database from the information submitted through walk leaders' reports.</p>	<p>RM to remind members to check their affiliated group and amend through Ramblers if necessary.</p>
7	Treasurer's Report	
	<p>GF gave a verbal overview of the status to April 2011.</p> <p>GF had met with the outgoing treasurer several times but was not able to become signatory for HN. GF had, however, been able to file tax return in late 2010 despite working from the USA.</p> <p>GF recommend that the incoming treasurer has all necessary accesses (to accounts, PayPal and as signatory) and that changeover forms could be signed at the 2011-12 AGM for the incoming treasurer for 2012-13.</p>	<p>TA to work with RM to resolve current situation.</p>

	<p>AD queried the current balance for the HN account – the position was explained, however, it was acknowledged that this position needs to fully available at the 2011-12 AGM.</p> <p>IH queried what HN can spend its income on. RM clarified that this could be anything which actively supports the aims of Rambler’s.</p> <p>AD queried the link between Rambler’s and HN on the internet – and whether there is a current link to HN from the Rambler’s website.</p> <p>IH queried what other income was coming in to HN besides monies donated by Rambler’s. RM clarified that this was largely previous income from Greenlight (which has now ceased).</p> <p>PS commented that some outdoor specialist providers would be able to advertise local groups on their website (i.e. Cotswold) and suggested that HN be registered. AD suggested that the group could be advertised via boards at Go Outdoors in Norwich. TA also queried the previous role of the Publicity Officer.</p> <p>RM suggested that one of the ordinary members in the 2011-12 committee could take up group promotion as their area of responsibility.</p> <p>IH queried how quickly HN needed to submit its accounts and RM clarified that this should happen by 1 November 2011.</p>	<p>Account information to be more visible at next AGM.</p> <p>RM/DL to check links and amend if necessary.</p> <p>New OMs to agree responsibilities at first 2011-12 committee meeting.</p>
8	Walks Secretary’s Report	
	<p>IH gave a verbal overview of the walking programme for 2010-11.</p> <p>At the previous AGM, the group had aimed to achieve a full walking programme with a walk every weekend and IH confirmed this had been achieved.</p> <p>IH also noted that that the group had aimed to encourage more new walkers to lead walks and that</p>	

	<p>this had been achieved too.</p> <p>TA queried whether newer members were taking up offers to be supported in walk-leading by more experienced members. IH confirmed that this had not happened but that he would still be available to help others if needed.</p> <p>RM thanked IH for his hard work in putting together a full programme for HN.</p>	
9	Social Secretary's Report	
	<p>The outgoing Social Secretary was not present at the meeting but had provided a report which was read by the Chairman.</p> <p>Several events had been held over 2010-11 and had been enjoyable.</p> <p>In her report, SH recommended that the role could be shared between 2 HN members, rather than singly. RM clarified that it wouldn't be the sole responsibility of the Social Secretary to single-handedly develop a social programme but that they would be a catalyst for the group and provide a minimum level of events for members.</p> <p>RM thanked SH for her report.</p>	
10	Webmaster's Report	
	<p>DL gave a verbal update on the position regarding the HN website.</p> <p>DL thanked IH for his hard work in writing text for the 'Walking Resources' pages on the site.</p> <p>DL reported that committee pages had been set up, the 'Walking Resources' pages made and 'Race to Scafell' maintained. Otherwise, no major additional changes had been made in 2010-11.</p> <p>DL stated that he still needed link to be set up from the HN forum to the website and RM confirmed that this still needed to be done.</p>	<p>RM to set up link from HN forum to website.</p>

	<p>AD suggested that it would be useful to see who had attended each walk, and that this information was motivating for group members. RM queried whether this would infringe privacy but the group agreed that if this done via forum name, then this be acceptable.</p> <p>TA queried whether a Terms & Conditions document was available for forum use, and RM agreed that this would be taken away as an action for the 2011-12 committee.</p> <p>PS suggested it would be helpful to further highlight link to HN forum from the front page of the HN website.</p> <p>RM thanked DL for his ongoing work.</p>	<p>RM to set up additional tables and handover to DL.</p> <p>New committee to discuss at first 2011-12 meeting.</p> <p>DL to amend HN website front page.</p>
11	Race to Scafell update	
	<p>RM confirmed that the 'Race to Scafell' competition was generating activity in the group and that it would be won sooner than expected in 2011-12.</p> <p>PS gave an update in prizes that had been obtained from Cotswold and Go Outdoors in Norwich in exchange for placing their banners on the HN website.</p> <p>AD queried whether this type of competition would run in the future as it gave group members a confidence boost. RM confirmed that this would be possible and the group agreed it was a good idea.</p>	<p>PS to give banner information to DL for uploading.</p> <p>Competitions to be run in future.</p>
12	Election of New Committee	
	RM invited nominations for the new committee.	
a	Chairman	
	AL proposed Richard May for Chairman – this was seconded by TA. Attendees agreed unanimously.	
b	Combined Secretary	
	RM proposed Amy Lees for Combined Secretary – this was seconded by IH. Attendees agreed unanimously.	

c	Treasurer	
	RM proposed Tim Arnold for Treasurer – this was seconded by GF. Attendees agreed unanimously.	
d	Walks Secretary	
	RM proposed Ian Hardicker for Walks Secretary – this was seconded by AD. Attendees agreed unanimously.	
e	Social Secretary	
	TA proposed Jonathan Smith for Social Secretary – this was seconded by RM. Attendees agreed unanimously.	
f	Webmaster	
	RM proposed David Lees for Webmaster – this was seconded by PS. Attendees agreed unanimously.	
g	Other Members	
	RM proposed Paula Stone to become an Ordinary Member – this was seconded by AL. Attendees agreed unanimously. AL proposed Graham Finlayson to become an Ordinary Member – this was seconded by DL. Attendees agreed unanimously. TA proposed Adele Dodgson to become an Ordinary Member – this was seconded by IH. Attendees agreed unanimously.	
13	Election of an Auditor	
	RM agreed that TA should be allowed to select an auditor for 2011-12 and this was agreed by the group.	TA to arrange appropriate auditor.
14	Clothing	
	RM confirmed that HN has paid for the mastering of a HN logo for clothing and showed examples of products	

	<p>available (i.e. polo shirts, sweatshirts).</p> <p>AD queried how the availability of this clothing would be promoted in the group, and RM agreed that this should be added to the HN website and possibly accompanied by a group e-mail to all members.</p>	<p>RM to e-mail group members re: clothing.</p>
15	Minor change to group policy – name	
	<p>Proposal was made on Committee agenda as follows:</p> <p>‘The meaning of the group policy as not changed at all but references to ‘Norfolk Young Walkers Group’ have changed to ‘Hike Norfolk’, references to ‘Rambler’s Association’ have been changed to ‘Rambler’s’, references to changed committee member titles have been changed and the description of the walk leader’s report form have been updated.’</p> <p>PS seconded the proposal – all attendees agreed unanimously.</p>	<p>RM to make amendments.</p>
16	Proposal to add amend existing Policy 2	
	<p>Proposal was made on Committee agenda as follows by GF:</p> <p>‘When a walk leader is reccyng a walk to be led for HN, he or she is entitled to claim mileage for a single vehicle in getting from his/her home address to the walk start and back again. The mileage rate will match that currently offered by the Norfolk Area.</p> <p>The maximum mileage that can be claimed for a single walk is 120 miles for the round trip. If travel expenses are required for a greater distance, then they will be required to be approved by the group council before the journey is made.</p> <p>Whilst this money is available, it is suggested that this only be claimed by those who would suffer hardship in the cost of making the journey, as the group is unable to afford expense claims for reccyng all of our walks.’</p> <p>This proposal was seconded by RM. Attendees agreed unanimously.</p>	<p>RM to amend policy 2.</p>

17	Discussion on code of conduct for the group	
	<p>AL explained that discussions had taken place at a previous HN committee meeting about whether the group needed a code of conduct that members would sign up to.</p> <p>AL explained the Rambler's already had a code of conduct and asked for group views as to whether an additional policy was needed.</p> <p>IH clarified that he felt a policy might be need to clearly set out what would happen if any HN group members behaved in a way that contradicted the Rambler's code of conduct. JC supported this and suggested this could be a grievance policy.</p> <p>GF suggested it would helpful for RM to talk to Rambler's about their stance on this issue. In the meantime, the committee would take this issue away for discussion at their first meeting.</p>	<p>RM to talk to Rambler's.</p> <p>Committee to discuss at first 2011-12 meeting.</p>
18	Any other business (AOB)	
	<p>a) Amendment of Policy 7 – as raised in section 4, the group agreed that policy 7 needed to be amended to show 5 trial walks rather than 3.</p> <p>PS seconded – attendees agreed unanimously.</p> <p>b) Policy documents – AD suggested it would be helpful for policy documents to be stored in the HN website for group members to refer to.</p> <p>c) Rambler's Conference 2011 – RM explained and he and JW (returning member) were going to attend Rambler's national conference at Keble College, Oxford to represent the Norfolk area.</p> <p>AD queried who was able to attend this. RM confirmed that he was attending and that he had invited JW to attend.</p>	<p>RM to change policy 7.</p> <p>DL to create space on web pages and add documents.</p>

	<p>RM also confirmed that committee members would be welcome to attend future gatherings of this conference and the Norfolk Area meetings (which are held in Honingham on a quarterly basis).</p> <p>The meeting was closed at 9.22 pm.</p>	<p>RM to make dates available to committee members.</p>
<p>Next Meeting</p> <p>It was agreed that the 2011-12 Committee will hold its first Committee meeting in May 2011 and the Chairman will propose dates to the Committee.</p>		