

**Hike Norfolk – Committee Meeting**  
Take Five, Norwich

5 May 2011

Chairman: Richard May (RM)  
Minutes: Amy Lees (AL)

Attendees: Tim Arnold (TA), Adele Dodgson (AD), Graham Finlayson (GF), Ian Hardicker (IH), David Lees (DL), Paula Stone (PS)

No	Agenda Item	Agreed Actions (and member responsible)
<b>1</b>	<b>Welcome by the Chairman</b>	
	RM thanked the attendees for coming and welcomed the new committee members voted in at the AGM in April 2011.	
<b>2</b>	<b>Apologies</b>	
	RM noted that apologies were given by Jonathan Smith.	
<b>3</b>	<b>Minutes of previous meeting (3 March 2011)</b>	
	<p>RM asked the group to check the minutes of an earlier committee meeting.</p> <p>RM and AL signed the minutes as an accurate record of the meeting.</p> <p>Richard May –</p> <p>Amy Lees -</p>	AL to keep signed copy on file.
<b>4</b>	<b>Matters arising from previous meeting (3 March 2011)</b>	
	There were no matters arising from 3 March meeting, following consideration of the meeting minutes.	
<b>5</b>	<b>Committee member updates</b>	
	<p><b>a) Chairman –</b></p> <p>RM noted that the group was progressing well but that attendance at April's AGM was low. The walking programme appeared to be running smoothly; with a successful trip having taken place (West Highland Way) organised by TA, and only one walk cancelled (8 May 2011) which has fortunately been replaced by another group member.</p>	

	<p><b>b) Membership Secretary –</b></p> <p>AL had no update to make, further to the recent AGM.</p> <p><b>c) Treasurer –</b></p> <p>TA (new committee member) had no update to make, further to being voted in at the recent AGM.</p> <p><b>d) Walks Secretary –</b></p> <p>IH noted that good progress was being made with the walking programme for the next quarter, with all weekends filled.</p> <p><b>e) Social Secretary –</b></p> <p>No update available as new committee member JS not attending.</p> <p><b>f) Webmaster -</b></p> <p>DL had no update to make, further to the recent AGM.</p> <p><b>g) Ordinary member –</b></p> <p>PS had no update to make, further to the recent AGM.</p> <p>AD (new committee member) commented that group members were not aware of the AGM and its importance. TA added that there was a need to engage group members and encourage people to feel they can more easily engage with the committee.</p> <p>GF suggested that a new venue for AGM/committee meetings might encourage people, and the new venue (Take Five) was welcomed by the group.</p> <p>GF suggested that the AGM could become a yearly meeting, and AD added that this could incorporate presentations from group members. GF also noted that dates of committee meetings could be planned in advance and publicised so any group members could attend if they wanted to comment on matters to be discussed.</p>	<p>RM to arrange venue for further meetings.</p> <p>RM to send dates to committee members so can be booked in diary and advertised on forum.</p>
<b>6</b>	<b>Discussion of committee roles</b>	
	<p>RM asked the group for suggestions about tasks to be undertaken by ordinary members on the committee.</p> <p>AD queried why the committee only asked for 3 ordinary</p>	

	<p>members as she felt that a greater number could add a variety of opinions to committee discussions. RM clarified that this was part of the Ramblers constitution, and GF suggested that this level was appropriate to the size of current membership.</p> <p>GF suggested that it may be helpful to open up committee agendas to the whole group, and TA supported this by adding that an agenda item could be added for group members to comment on current issues. AL added that the agenda could be added to the forum in advance for all members to view.</p> <p>RM asked the group whether one of the ordinary members could take over publicity for the group. AD queried why this was necessary, and GF agreed, saying that numbers need to be maintained rather than increased, as walk numbers could already get high on weekend walks. IH added that there was still a need to ensure enough people are leading walks per quarter.</p> <p>GF suggested that the group needed to grow organically over 2011-12 and the group therefore agreed that the need to promote HN would be reviewed later in 2011.</p>	<p>RM to prepare agendas in advance in future so can be added to forum by RM or AL.</p> <p>Committee to review need for promotion/publicity in late 2011.</p>
<b>7</b>	<b>Change of signatories on bank accounts</b>	
	<p>Signatories for the group bank accounts are currently RM and 2009 Treasurer T Jones. There is a requirement for a minimum of 2 signatories but RM suggested it would be helpful to have 3 signatories – and that these should be RM (as Chairman), TA (as Treasurer) and AL (as Secretary) from now on.</p> <p>As part of this agreement, the following resolution is to be minuted: <i>need this from RM!</i></p> <p>‘..... ....., .....’</p>	<p>RM, TA and AL to complete relevant authorisation documents.</p>
<b>8</b>	<b>Handover of Paypal account details</b>	
	<p>RM passed details of Paypal account to TA in his new role a Treasurer. The current Paypal account needs to be closed and balance transferred into the HN bank account.</p> <p>TA queried what information would be needed to transfer – RM &amp; TA to discuss separately from committee meeting.</p> <p>AD queried why the group has a Paypal account and RM</p>	<p>RM &amp; TA to discuss.</p>

	confirmed that this had been set up to receive payments from Greenlight when the group received revenue from Greenlight advertising banners on the HN website.	
<b>9</b>	<b>Consideration of new national walk leader's checklist</b>	
	<p>RM presented copies of a new national walk leader's checklist discussed at the recent Ramblers General Council. RM clarified that the document has had to be approved by Ramblers to meet insurance requirements.</p> <p>Discussion took place around whether the document was suitable to be used in the group. TA suggested that whilst some points might very specific, a common-sense approach should be applied – and the group agreed that the checklist should be adopted as 'best practice'.</p> <p>IH asked by RM to send communication to all walk leaders explaining about the checklist and include link to the checklist on the Ramblers website.</p> <p>A further discussion took place about pacing of walk run by HN members, and experiences were shared of walks where pace has been too fast and in some cases, too slow, which raised issues for both attendees and walk leaders.</p> <p>TA suggested that all walk leaders needed to ensure that they paid full attention to new walkers and the needs of new walkers when leading – and all group members agreed.</p> <p>GF suggested that the walk leaders could give an idea of walk pace (i.e. 12 miles walked in 4 hours) when they post their walk on the forum so that attendees have an idea of what to expect.</p>	<p>IH to send communication.</p> <p>DL to ensure checklist is downloadable on HN website next to walk leader's form.</p> <p><i>Giving an idea of pace to be recommended to walk leaders – by who?</i></p>
<b>10</b>	<b>Management of Hike Norfolk Forum and Facebook page</b>	
	<p><b>Forum:</b> RM explained that there are currently 2 forum administrators who are not current committee members. This was a historical situation where they had helped the Chairman, as one of the current forum administrators had access to a computer all day and could therefore remove offensive posts in a short timeframe.</p> <p>It was felt by the majority of the group that current committee</p>	<p>RM to set up current</p>

	<p>members should perform this function instead, and that this responsibility could be shared between 8 people to reduce pressure on the Chairman to remove/amend posts.</p> <p>The group voted on whether to remove forum administrator from T Jones – all agreed.</p> <p>The group voted on whether to remove forum administrator status from J White – 7 agreed and 1 disagreed.</p> <p>GF asked that full thanks be given to TJ and JW for their contribution to the group’s forum.</p> <p>AD queried a further point about forum membership, and asked whether naming of forum membership status could be amended (so that current statuses of ‘Junior Member’, ‘Average Member’ etc, could be changed to a common title – such as ‘Forum Member’). RM agreed that this was possible.</p> <p><b>Facebook:</b> The group has a Facebook page that is administrated by RM and 2 walkers who are not current committee members.</p> <p>It was felt by the majority of the group that current committee members should perform this function instead, and AL/DL agreed to this take this responsibility on.</p>	<p>committee members as forum administrators.</p> <p>Access to be removed from T Jones by RM.</p> <p>Access to be removed from J White by RM.</p> <p>RM to convey thanks to T Jones/J White.</p> <p>RM to amend forum member statuses as requested by AD.</p> <p>RM to set up AL as FB page administrator.</p>
<b>11</b>	<b>Listing non Hike Norfolk events on the forum</b>	
	<p>TA queried current group protocol on a non HN walk being promoted on the HN forum on the same day as a HN walk.</p> <p>Discussion took place on what events should and shouldn’t be promoted on the HN forum. RM suggested that non Hike Norfolk walking events should be listed on the forum in order to promote walking as a whole.</p> <p>The majority of committee members were in agreement that promoting the HN programme should be the first priority of the group, and therefore proposed that the forum should ‘focus on developing the group and therefore solely promoting HN walks on the HN forum’.</p> <p>The group voted on the above proposal – 7 agreed and 1 disagreed.</p>	<p>RM to send an e-mail to HN members to explain the agreed proposal.</p>
<b>12</b>	<b>Race to Scaffell updates and changes for future competitions</b>	

	<p>The group discussed the Race to Scafell competition which was considered by all to have been a great success.</p> <p>AD queried which walks counted towards the Race to Scafell, as recent guidance about competition rules appeared to have differed from rules recently clarified by the Chairman. RM checked guidance provided.</p> <p>The group returned to a discussion of issues in item 11 and what the focus of the Race to Scafell competition should be. AL suggested that the focus of the competition had been to promote HN walks for HN members and AD agreed.</p> <p>It was agreed that after the Legstretchers walk of 15 May, only further HN walks will count towards the Race to Scafell competition and that this will be clarified in any future group competitions.</p> <p>A further discussion took place about joint events between HN and other groups and what policy should be. RM suggested that any requests for joint walks should be sent to the Walks Secretary (IH) and then discussed with the rest of the committee.</p> <p>The Race to Scafell competition will continue until the end of 2011.</p>	<p>RM to send an e-mail to HN members to explain the rules.</p> <p>IH to raise with committee as appropriate.</p>
<b>13</b>	<b>Hike Norfolk representation at other meetings</b>	
	<p>Several members had previously queried who could and should attend area meetings and the General Council on behalf of HN.</p> <p><b>Norfolk Area Meetings:</b> RM confirmed that one representative from HN could attend area meetings as RM already attends in role as area news editors.</p> <p>The next meeting is 9 July 2011, 10-12, at Honingham Village Hall. GF requested that RM send a prompt e-mail to committee members in June to agree to will attend.</p> <p><b>General Council:</b> RM confirmed that members of the area council usually attended, although interest in attending could be low.</p> <p>A discussion was held regarding recent attendance of the General Council in April 2011. AD asked RM to give an overview of topics discussed – which largely focused on the walk leaders’ checklist discussed in item 9.</p>	<p>RM to send e-mail to committee members.</p>

	<p>A further discussion was held on membership of Ramblers. The group was in agreement that those who chose to be Ramblers members should be openly supportive of the organisation's aims and values, and members should therefore be actively encouraged to ensure that any conflicts of interest that might impact the support of the organisation are openly shared and discussed.</p> <p>AD requested that minutes of national and area meetings should be sent to committee members for interest.</p>	<p>RM to send on minutes.</p>
<b>14</b>	<b>Any other business</b>	
	<p><b>Footpaths</b> – AD updated the group on closed footpaths:</p> <p>Weavers Way – Acle Bridge/Clippesby Mill  Hickling Broad – south side  River Thurne – north side</p> <p>and it was suggested that a link to the relevant website be put on the HN website: <a href="http://www.bfap.org">www.bfap.org</a>.</p> <p><b>Open Spaces</b> – AD queried whether RM had had any contact with a group called Open Spaces at Norfolk area level, and RM had nothing to report.</p> <p><b>Policy on 16-18 year olds</b> – RM raised an issue reported at the General Council, namely that under 16s need to be accompanied by an adult on walks but 16-18 do not.</p> <p>RM plans to raise this issue at the General Council in 2012, and confirmed that HN policy will remain that walkers need to have minimum age of 18 to come on HN walks.</p> <p><b>Summer event</b> – AL queried whether group members would be keen on having a summer event (after 2010's successful barbecue evening at the Eagle).</p>	<p>DL to add to HN website.</p> <p>AL to speak to JS (Social Secretary).</p>
<p><b>Next Meeting</b></p> <p>The next Committee meeting will be held on Thursday 30 June 2011 (time and venue to be confirmed) with further dates to be agreed and communicated in item 5.</p>		