

Hike Norfolk – Committee Meeting
Take Five, Norwich

30 June 2011

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

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

No	Agenda Item	Agreed Actions (and member responsible)
1	Welcome by the Chairman	
	RM thanked the attendees for coming and welcomed the committee members.	
2	Apologies	
	RM noted that apologies were given by Tim Arnold and Paula Stone (who has resigned from post as Ordinary Member).	
3	Minutes of previous meeting (5 May 2011)	
	<p>RM asked the group to check the minutes of an earlier committee meeting held on 5 May 2011.</p> <p>RM and AL to sign minutes as an accurate record of the meeting at next committee meeting as there were still outstanding items.</p> <p>Richard May –</p> <p>Amy Lees –</p>	AL to bring copies on 8 Sep 2011.
4	Matters arising from previous meeting (5 May 2011)	
	<p>Considering the actions from 5 May meeting, the following were outstanding and the group agreed dates by which they should be complete:</p> <p>6 – RM to prepare agenda in advance to allow committee members to comment/speak to their committee rep (by 8 Sep 2011)</p> <p>7 – AL to finish signing of bank forms so this can be set up (by 8 Sep 2011)</p>	

	<p>8 – TA/RM to discuss Paypal account (by end Jul 2011)</p> <p>9 – IH to send communication to all walk leaders re: checklist (and link to checklist) (by end Jul 2011)</p> <p>9 – DL to ensure checklist is downloadable from HN website (by end Jul 2011)</p> <p>11 – RM to send e-mail to HN members to explain policy re: non-Hike Norfolk events on forum (by end Jul 2011)</p> <p>12 – RM to amend text on R2S website page to fully explain policy on which walks count towards competition (by end Jul 2011)</p> <p>13 – RM to e-mail committee members in good time before next Norfolk Area meeting to ensure representation (by next quarterly meeting)</p> <p>13 – RM to send on minutes of National meetings to committee for interest; RM requested that AD prompt him about this by e-mail</p> <p>14 – DL to add ink to bfap.org website to HN website (by end July 2011)</p>	
5	Committee member updates	
	<p>a) Chairman –</p> <p>RM noted that the group was progressing well.</p> <p>b) Membership Secretary –</p> <p>AL noted that accurate membership was now available to her from the Norfolk Area and the group now had over 50 members (who were affiliated to HN as part of their Ramblers membership).</p> <p>GF queried whether this had any impact on the financial status of the group – this was not known.</p> <p>c) Treasurer –</p> <p>RM reported in TA’s absence that 2010 bank statements showed that Ramblers had not made a contribution to HN and TA was following this up. GF reiterated the need to transfer funds from the Paypal account into the main HN bank account.</p>	

	<p>d) Walks Secretary –</p> <p>IH noted that the current programme was well supported with only one cancellation. All slots ere filled except for 17 Sep (when some of the group are in the Lake District) and RM agreed to fill this.</p> <p>e) Social Secretary –</p> <p>JS noted that 2 events were planned for July, with a meal planned for August. JS noted that he was planning to organise 1 HN social event per month and shared a list of ideas with the group for feedback.</p> <p>JS will be looking for champions to lead a social event, and it was suggested that JS start a forum thread which members could respond to.</p> <p>RM thanked JS for this contribution so far.</p> <p>f) Webmaster -</p> <p>DL requested that RM send him a copy of the HN policy and constitution so it could be added to the HN website. had no update to make, further to the recent AGM.</p> <p>g) Ordinary member –</p> <p>GF had no update to make, further to the recent meeting.</p> <p>AD queried whether the group should appoint another Ordinary Member after the resignation of PS – this was to be picked up in item 9.</p>	<p>RM to lead walk on 17 Sep 2011.</p> <p>RM to e-mail necessary documents to DL.</p>
6	Reccy policy	
	<p>GF queried whether walk leaders always need to carry out a reccy before a walk. He suggested tat this would be bets practice but that it was not always viable, and this could be mentioned on the forum so attendees were aware.</p> <p>IH suggested that this cold be included in the communication out to walk leaders (re: checklist).</p> <p>AD whether the policy should be changed and it was suggested that this could be covered if necessary at the next AGM.</p>	<p>IH to include in e-mail.</p> <p>Item to be noted for next AGM.</p>
7	Membership issues	

	AL raised the issue of walk leaders needing to be members of the Ramblers for insurance purposes. RM to address issue with individuals as they affected the upcoming programme.	RM to contact individuals by mid Jul 2011.
8	HN Group Policy	
	AD raised the issue of a group code of conduct as this has been raised at the AGM but not followed up. After discussion, it was suggested that this be considered at the next committee meeting.	AL to raise as agenda item at next meeting.
9	Paula's resignation	
	<p>RM explained that PS had given her resignation as personal circumstances would make it difficult for her to contribute further to the committee.</p> <p>RM thanked PS for her hard work and commitment to the group since it's inception in 2007.</p> <p>JS queried whether we would need to elect another Ordinary Member via an AGM or EGM – or whether a person could be co-opted.</p> <p>RM discussed that fact that the timing of AGMs needed to change to fit with the Ramblers financial year. It was agreed that future AGMs would be held in the autumn but that the next one would be held in autumn 2012.</p>	RM to e-mail members about change of date.
10	Walk programme planning procedure	
	<p>GF raise the issue of how the walk programme is put together as he felt that the current approach does not give space for new walk leaders to volunteer.</p> <p>The group discussed the issue and it was felt that a new approach could be applied – where the new programme could be advertised for 2 weeks where walk leaders were only allowed to volunteer to lead one walk only.</p> <p>This would enable everybody to volunteer. If slots were still available after 2 weeks, then any walk leaders would be able to put themselves forward for additional slots.</p>	RM to e-mail out to members before start of next programme to encourage people to come forward.
11	Group behaviour policy	
	This item had already been covered in item 8.	

12	Livestock	
	<p>AL raise the issue of livestock on walks as there had been 2 recent walks where there had been issues with loose livestock, and where some walk attendees had become anxious as a result.</p> <p>AL queried whether there was any available guidance from Ramblers, although it was acknowledged that this would be general.</p> <p>After discussion, the group agreed to ensure that walk leaders were clear about livestock and that this was listed on the forum so all attendees would be aware.</p>	
13	Representation on Group Council – 9 July	
	RM asked the group if anybody was able to attend as he was unable to go.	RM to ask TA if he could attend.
14	AOB	
	IH queried whether walks on the Lake District counted towards R2S and RM agreed that they did.	
<p>Next Meeting</p> <p>The next Committee meeting will be held on Thursday 8 September at Take Five, Norwich.</p> <p>The remaining committee dates until autumn 2012 are as follows:</p> <p>24 November 2011 23 February 2012 28 June 2012 28 October 2012 (next AGM)</p>		