

**Hike Norfolk – Committee Meeting**  
Hotel Nelson, Norwich

**28 June 2012**

Chairman: Tim Arnold (TA)  
Minutes: Amy Lees (AL)

Attendees: Tim Arnold (TA), Graham Finlayson (GF), Ian Hardicker (IH), David Lees (DL)

Apologies: Adele Dodgson (AD), Richard May (RM), Jonathan Smith (JS)

No	Agenda Item	Agreed Actions (and member responsible)
<b>1</b>	<b>Welcome by the Chairman</b>	
	TA welcomed the committee members as RM was unavailable to attend.	
<b>2</b>	<b>Apologies</b>	
	TA noted that apologies were given from Adele Dodgson, Richard May and Jonathan Smith.	
<b>3</b>	<b>Minutes of previous meeting (19 March 2012)</b>	
	<p>TA asked the group to check the minutes of the previous meeting (19 March 2012).</p> <p>There were no corrections and the minutes were therefore signed by TA &amp; AL as an accurate reflection of the meeting.</p>	
<b>4</b>	<b>Matters arising from previous meeting (19 March 2012)</b>	
	<p><b><i>Items still outstanding from 5 January 2012;</i></b></p> <p><b><i>Item 4</i></b></p> <ul style="list-style-type: none"> <li>• Code of Conduct – was discussed and will be considered at next AGM</li> <li>• Walks – RM had not sent e-mail out to HN members.</li> </ul> <p><b><i>Item 12</i></b></p> <ul style="list-style-type: none"> <li>• RM did not send e-mail but committee members requested that this happen in future.</li> </ul>	<p>RM to send out to HN members a month before October AGM.</p> <p>RM to send out e-mail in w/c 23/03/12</p>

	<p><b>Items from 19 March 2012;</b></p> <p><b>Item 5</b></p> <p>IH had added reminder to forum about additional walks needed.</p> <p>RM to send an e-mail to remind members – has not happened but no further action required.</p> <p><b>Item 7</b></p> <p>No clothing orders had been collated by RM.</p> <p><b>Item 8</b></p> <p>TA thanked committee members for their support in his proposal to stand as chairman at the October 2012 AGM.</p> <p>Action for RM to communicate committee changes to members – GF queried how early this could happen.</p> <p><b>Item 10</b></p> <p>IH to lead a week long walking to the Lake District on 22-29 September 2012.</p>	<p>RM to update next meeting.</p> <p>RM to update next meeting.</p>
5	<p><b>Committee member updates</b></p>	
	<p><b>a) Chairman –</b></p> <p>There was no update submitted by the chairman (RM).</p> <p><b>b) Membership Secretary –</b></p> <p>AL noted e-mail enquiries from new members were being received every 2 weeks on average.</p> <p>TA suggested that RM (who holds e-mail list) could e-mail forum members who had not yet walked with us to see why they had not walked.</p> <p><b>c) Treasurer –</b></p> <p>TA confirmed that the group’s current bank balance was £467.44, and that this could be discussed for use in the next AGM under agenda item 7 of this meeting.</p>	<p>Committee to discuss with RM as list holder.</p>

	<p><b>d) Walks Secretary –</b></p> <p>IH noted that it had been especially difficult to fill the next programme; 11 weekends open before end of November 2012.</p> <p>The group discussed how new walk leaders could be attracted:</p> <ul style="list-style-type: none"> <li>• Direct e-mails to named members</li> <li>• Themed social event to attract walk leaders</li> <li>• Change way forum posts operate so that programme e-mail always at top of list</li> <li>• Provide an incentive via the Norfolk Tour (i.e. double points if you lead a walk)</li> <li>• Existing walk leaders to invite potential walk leaders on reccys</li> </ul> <p>It was agreed that IH would re-post on the forum for this programme, and that a carefully worded letter could be sent to group members to invite them to the AGM and to also promote walk leading.</p> <p><b>e) Social Secretary –</b></p> <p>There was no update submitted by the social secretary (JS).</p> <p>GF queried the development of the social programme and whether it could be stimulated by asking members to fill social slots (as it was not the sole responsibility of JS).</p> <p>It was agreed that members' views/requirements for a future social programme should be discussed at the AGM.</p> <p><b>f) Webmaster –</b></p> <p>DL noted the draft flier had been prepared and would be ready for discussion at the AGM.</p> <p><b>g) Ordinary member –</b></p> <p>GF had no update to make - there was no update submitted by AD.</p>	<p>IH to post on forum.</p> <p>AL to draft a letter (see item 7).</p> <p>AGM agenda to be added.</p>
<b>6</b>	<b>Splitting costs on group trips</b>	
	<p>The group discussed how costs for multi-day trips should be divided between attendees. IH queried whether there should a group policy for such trips.</p> <p>It was agreed that the leader of each trip should clearly set out</p>	

	<p>their approach to costing when they advertise the trip so all parties are clear.</p> <p>GF suggested that this could be done by the development of a one-page pdf document for each trip to formalize arrangements.</p> <p>It was also suggested that there be a 'Walk Trips' folder on the forum to keep these discussions separate from the normal 'Walk Planning' folder.</p>	IH to develop a draft pdf for discussion.
<b>7</b>	<b>AGM Planning</b>	
	<p>The group discussed the forthcoming AGM in October 2012 and potential venues for a weekend evening meeting. The Cotswold's shop had been previously suggested.</p> <p>TA suggested the committee meet again in August to specifically discuss the AGM (not in w/c 11 August as GF away).</p> <p>It was also agreed that letters would be sent out from the committee to all HN group members to personally invite them to the next AGM.</p>	<p>TA to talk to AD about booking.</p> <p>AL/DL to set up Doodle poll with dates.</p> <p>AL to draft letter (AL &amp; DL to do mail-out)</p>
<b>8</b>	<b>Norfolk Tour Update</b>	
	<p>The group discussed the Norfolk Tour and how some members had achieved the full distance already by June 2012.</p> <p>Methods of incentivising members to walk more frequently were discussed with different opinions presented on whether the Norfolk Tour should be run in 2013.</p> <p>It was agreed to run a similar style exercise on 2013 with a view to a different approach in 2014.</p>	
<b>11</b>	<b>AOB</b>	
	There were no items raised by committee members.	
<p><b>Next Meeting</b> - The next formal Committee meeting will be the 2012 AGM to be held on 28 October 2012.</p> <p>The group has agreed to meet before this in August 2012 to formalize arrangements for the AGM.</p>		