

Hike Norfolk – Committee Meeting
Hotel Nelson, Norwich

10 August 2012

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

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

No	Agenda Item	Agreed Actions (and member responsible)
1	Welcome by the Chairman	
	RM welcomed the committee members and thanked them for attending.	
2	Apologies	
	RM noted that apologies were given from Jonathan Smith.	
3	Minutes of previous meeting (28 June 2012)	
	<p>DL asked the chairman if the meeting had been convened to discuss the AGM, or was a full committee meeting – RM confirmed the agenda as for a full committee meeting.</p> <p>RM asked the group to check the minutes of the previous meeting (28 June 2012).</p> <p>There were no corrections and the minutes were therefore signed by RM & AL as an accurate reflection of the meeting.</p>	
4	Matters arising from previous meeting (28 June 2012)	
	<p><i>Items still outstanding from 5 January 2012;</i></p> <p><i>Item 4</i></p> <ul style="list-style-type: none"> • Code of Conduct – was discussed and will be considered at next AGM • Walks – RM had not sent e-mail out to HN members. <p><i>Item 12</i></p> <ul style="list-style-type: none"> • RM did not send e-mail but committee members 	<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>requested that this happen in future.</p> <p>Items from 19 March 2012;</p> <p>Item 5</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>Item 7</p> <p>No clothing orders had been collated by RM.</p> <p>Item 8</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>Item 10</p> <p>IH to lead a week long walking to the Lake District on 22-29 September 2012.</p> <p>Items from 28 June 2012;</p> <p>AD commented that the Norfolk Tour points incentive for walk leaders was a strong idea. GF queried whether this was simply an initial incentive, and TA added that this would be practical otherwise the number of miles displayed would not be a true reflection of how far a group member had walked. The group agreed to promote the idea for 2013.</p> <p>Item 5</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>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>RM to update next meeting.</p> <p>RM to update next meeting.</p> <p>AL to include in draft letter.</p> <p>Committee to discuss with RM as list holder.</p> <p>IH to post on forum- <i>completed.</i> AL to draft a letter – <i>tbc in Sep 2012.</i></p>
---	--

	<p>It was agreed that members' views/requirements for a future social programme should be discussed at the AGM.</p> <p>Item 6</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>Item 7</p> <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>AGM agenda to be added.</p> <p>IH to develop a draft pdf for discussion</p> <p>TA to talk to AD about booking - <i>completed</i>.</p> <p>AL/DL to set up Doodle poll with dates – <i>completed</i>.</p> <p>AL to draft letter (AL & DL to do mail-out) - <i>tbc in Sep 2012</i>.</p>
5	Committee member updates	
	<p>a) Chairman –</p> <p>RM noted that he was pleased that the group had now reached 50 official members (through Ramblers) and that the group was doing well.</p> <p>RM added that he had thoroughly enjoyed his time as chairman and was positive about the future of the group.</p> <p>b) Membership Secretary –</p> <p>AL noted that the current information received from Ramblers through Derek Goddard was very positive and working well. AL added that the membership list had now been fully updated and was in sync with the Norfolk Tour.</p> <p>GF queried as to whether the group was now recorded correctly on the Ramblers website – RM replied that he was dealing with this with the Ramblers organisation, and it should now be rectified.</p> <p>AL confirmed that the membership data spreadsheet would be handed over to the new secretary when she steps down in October 2012.</p>	

	<p>c) Treasurer –</p> <p>TA confirmed that the group's current bank balance was £467.44, and that he welcomed a later discussion about how this money could be spent to develop the AGM.</p> <p>d) Walks Secretary –</p> <p>IH noted that the July-Nov 2012 programme had now been filled with a mixture of daytime and evening walks. RM thanked TA & IH for their input on this.</p> <p>GF asked whether it were possible to organise the programme every 2 months rather than 4 months (so that walk leaders would have to commit less far ahead) but RM advocated staying with Ramblers so that our full programme could be printed in the Ramblers local booklet.</p> <p>The group discussed how best to deal with walks being run on the same day as there is currently an unspoken rule that this isn't done but that group policy would need to be changed to accommodate this if the group expanded.</p> <p>TA suggested that a temporary sub-group be set up to discuss and agree a group plan for growing the Hike Norfolk group, and the Cotswolds advertising day could be part of the plan.</p> <p>e) Social Secretary –</p> <p>There was no update submitted by the social secretary (JS).</p> <p>TA commented that there was now a monthly meal programme and that these were well attended by group members.</p> <p>f) Webmaster –</p> <p>DL had no update to make.</p> <p>g) Ordinary member –</p> <p>GF & AD had no update to make.</p>	<p>TA to set up group.</p>
6	2012 AGM	
	<p>a) The group discussed a suitable date for the next AGM, which must be between the end of September and December 2012. Agreed possible dates were 20/10/12, 17/11/12 and 24/11/12.</p>	

<p>b) The group discussed options for the AGM and agreed to search for a venue that would allow self-catering and had a room to accommodate 30 members for AGM discussion and could provide drinks. GF to ring suggested venues.</p> <p>c) If a venue could be found that would allow HN to bring their own catering, RM offered to order food via a supermarket.</p> <p>d) The group discussed whether entertainment/a speaker should be provided. RM suggested RM or JS could provide a presentation about trips away. AL suggested that the AM should be kept as a social event with a loose agenda and this was agreed by the group.</p> <p>RM also suggested that display boards could be developed with past photos of the group to be displayed at the AGM.</p> <p>e) The group agreed that agenda would be prepared nearer the actual date of the AGM and that this detail would not feature in the invite letter to go to members.</p> <p>f) The group discussed the AGM and who it should be promoted to as the current plan was to write out to paid-up Ramblers members only.</p> <p>Several group members suggested that there would be benefit in inviting non-members also as long as they were clear they would not be able to vote on the composition of the committee and policy.</p> <p>RM suggested that a small charge could be made to non-members but the group felt this could be accommodated within HN's existing budget.</p> <p>The group agreed to send out a letter to members 4-6 weeks ahead of date – containing the following elements:</p> <ul style="list-style-type: none"> • Invite to AGM starting at 7pm (for 7.30pm) • AGM described as a social event where members able to vote • Reminder to checked forum for committee nominations • Reminder that HN will be looking for walk leaders for Dec-Mar programme (and that there will be walk leaders to talk to at AGM) 	<p>GF to feed back to group with responses.</p>
---	---

	RM offered to frank letters once AL & DL had prepared them as it would be cheaper for the group.	
7	Committee changes	
	<p>a) RM asked committee members who would be standing again for re-election at the 2012 AGM:</p> <p>RM – will stand as an Ordinary Member but not as Chairman DL – will stand again as Webmaster AL – will not stand again as Secretary TA – will stand as Chairman but not as Treasurer GF – will stand again as Ordinary Member (if not depriving another member of a place) AD – will stand again as Ordinary Member (if not depriving another member of a place) IH - will stand again as Walks Secretary JS – the group did not know whether JS would stand again in his current or a different role</p> <p>b) TA has discussed future roles on the committee with two possible candidates for the forthcoming vacant Secretary and Treasurer roles (J Cannell & J Simmons).</p> <p>c) The group discussed the nomination process, and when it would be appropriate to start. The group agreed that once a date for the AGM was known and after the invite letters had been sent out, RM would start committee threads on the forum. This was likely to be in mid September 2012.</p>	<p>RM to e-mail JS.</p> <p>RM to start committee threads.</p>
8	Proposed changes to group policy	
	<p>The group considered the current HN policy document and whether any elements needed to be amended.</p> <p>Policy 8 – it was agreed that this policy needs to be updated to refer to the new Ramblers checklist document as a ‘best practice’ list for walk leaders to follow.</p> <p>RM confirmed that he had not intention to amend any of the other current policies.</p> <p>TA proposed a new policy that committee member only be allowed to stay in the same committee role for a maximum of 3 years.</p> <p>The group discussed the practicalities of this and agreed the following:</p>	<p>RM to amend existing policy document.</p>

	<ul style="list-style-type: none"> • This would apply to named committee posts only • Committee members would be elected annually • Committee members are able to serve in different roles in the committee consecutively • Once a 3-year term was up, a person could return to a role after a period of a year <p>GF proposed that a policy be added to open up the HN committee to group members to observe and this was supported by the group.</p>	<p>RM to draft policy document.</p> <p>RM to draft policy document.</p>
9	Mission Statement	
	<p>It was suggested by GF that HN should have a mission statement, and the group agreed that this could be developed as part of the growth plan work to be started by TA.</p>	<p>TA to take into growth plan work.</p>
10	Planning for Growth	
	<p>It had already been discussed in item 5d that a sub-group be set up to discuss and develop a growth plan for the group.</p> <p>TA agreed to be involved and GF/IH also offered to represent the committee on the group.</p> <p>3 non-committee members would be sought to complete the group, with J France having already offered to contribute. GF noted he would not be available in Jan & Feb 2013 for meetings.</p> <p>It was agreed that this be added as an agenda item at the forthcoming AGM and volunteers be sought there.</p>	<p>RM to add to AGM agenda.</p>
11	Multiday events	
	<p>TA confirmed that he was planning 2 trips to the Cairngorms:</p> <ul style="list-style-type: none"> * 6-13 April 2013 * June 2013 – dates to be confirmed. <p>RM thanked TA for the trip specification he had produced after the discussions at the last committee meeting.</p>	<p>TA to confirm dates so they can be added to minutes.</p>
12	AOB	
	<p>There were no items raised by committee members.</p>	

<p>Next Meeting - The next formal Committee meeting will be the 2012 AGM to be held in October/November 2012 – date to be confirmed subject to venue availability.</p>		