

Hike Norfolk – Committee Meeting

20/03/2013

19:30 Hotel Nelson, Norwich

Chair: Tim Arnold (TA)

Minutes: Adele Dodgson (AD)

Attendees: Hanna Cannell (HC), Rosemary Moore (RM), and Richard May (RMa)

Apologies: Clive Manwaring (CM), David Lees (DL), Graham Finlayson (GF), and Ian Hardicker (IH).

No	Agenda Item	Agreed Actions (and member responsible)
1	Welcome by the Chairman	
	TA welcomed the committee members.	
2	Apologies	
	Provided by Clive Manwaring, David Lees, Graham Finlayson, and Ian Hardicker.	
3	Minutes of previous meeting (Date: 23/01/2013)	
	TA asked the group to check the minutes of the previous committee meeting held on the 23 rd January 2013, a number of suggested amendments were raised	TA to update minutes
4	Matters arising from previous meeting (Date: 23/01/2013)	
	<p>Following the meeting:</p> <ul style="list-style-type: none">▪ the Hike Norfolk enquiries email address (membership@hikenorfolk.org.uk) now directs e-mail's to AD's account.▪ AD has been provided with a username and password to upload walks onto the Race to Ben Nevis competition.▪ AD has provided contact details for AD/HC/TA to Brian Ansell, Secretary, Norfolk Area Ramblers.▪ the committee agreed via e-mail to co-opt Clive Manwaring as an Ordinary Member▪ the Sustainable Growth group met on the 31st January 2013.▪ RM has invited members to suggest activities for the new Social programme (for 1st March to 30th June 2013 i.e. to compliment the walks programme).▪ DL has updated the website to include the social programme.▪ TA has asked DL to review the wording and improve ranking on the Google search engine.▪ HC has commenced distribution of Ramblers promotional leaflets (entitled 'Share our Passion for Walking') to potential new members. <p>The committee wished to thank DL for his hard-work on updating various features of the website to brilliant effect.</p>	RMa to contact Ramblers central office - could they provide him with more leaflets at General Council?
5	Committee member updates	
	a) Chair: TA has responded to correspondence from Ramblers central office (sent to all 20's and 30's groups) inviting ideas as to how to increase the number of 'younger' members which could be attracted to join the organisation.	

<p>b) Membership Secretary: Membership statistics:</p> <ul style="list-style-type: none"> ▪ Based on monthly membership list, dated 28/02/2013 – 55 members (or 52 if 3x memberships not recently renewed) ▪ Total number includes 3x new members who joined during February 2013. ▪ Weekly update lists published during March include a further 3x new members, registered on the 1st, 6th and 7th March 2013. ▪ AD responding to membership enquiries (e.g. via the ‘Membership’ e-mail address) and maintaining a spreadsheet of correspondence. ▪ All committee members reminded to encourage potential ‘new’ members to join Ramblers if they haven’t done so already. <p>c) Treasurer:</p> <ul style="list-style-type: none"> ▪ HC/TA/AD/RMa are signatories on the Hike Norfolk bank account. ▪ As of 18/02/2013, the Hike Norfolk bank account had a balance of £351.77 (including membership subscriptions deposited and the cheque provided to DL for the printing of the promotional leaflets) <p>d) Walks Secretary: IH absent, nothing raised via email to TA to discuss at meeting.</p> <p>e) Social Secretary:</p> <ul style="list-style-type: none"> ▪ RM would like to pass on thanks to all those Hike Norfolk members who have contributed to the Social programme. However, she anticipates to be extremely busy during June and July so will be unable to offer to arrange or commit to attending social events during that period. ▪ TA commented that that the formal structure of the ‘Social’ programme on the website was a successful idea. <p>f) Webmaster: DL absent, nothing raised via email to TA to discuss at meeting.</p> <p>g) Ordinary Member: RMa:</p> <ul style="list-style-type: none"> ▪ Attending Ramblers General Council AGM 13-14/04/2013 on behalf of Norfolk Area. Unfortunately, despite promotion via email to all Hike Norfolk members, no-one has indicated their willingness to fulfil the spare place available (IH is no-longer able to attend). ▪ Nominated for a role on the Ramblers Board of Trustees, there are presently 5 people nominated for 3 available places. ▪ The Hike Norfolk committee would like to pass on their best wishes to RMa for a successful nomination onto the Board of Trustees. <p>CM & GF absent, nothing raised via email to TA to discuss at meeting.</p>	<p>TA to update spreadsheet with details of the enquiries he has received.</p> <p>TA to email all Hike Norfolk members to remind them of the new Social programme and opportunity to suggest events for it.</p>
--	---

<p>6</p>	<p>Race to Ben Nevis update</p> <p>AD reported that in general Walk Leaders form's were being received quickly following the walk being undertaken, with the race results maintained regularly.</p> <p>AD reported that there were several spelling, typo and date (American style) errors in the race results which she believes need to be corrected. NB: these errors are visible to all those who check the website, so may prove confusing and give an unfortunate impression of the accuracy of data management for the race!</p> <p>A summary of the race results was provided, CM noted to be presently leading the race. TA commented that a good variety of members attending walks.</p> <p>The following ideas were suggested as prizes for the competition:</p> <ul style="list-style-type: none"> ▪ Undertake prize giving at the 2013 Hike Norfolk AGM ▪ Walk leaders raffle winner £30.00 ▪ Greater than 12 walks attended raffle £20.00 ▪ Provide the winner of the race with an inscribed cup ▪ Provide certificates for the first, second and third places. 	<p>RMa to provide walk leaders form for his Wells-next-the-Sea walk on 17/02/2013.</p> <p>RMa to correct race results <u>or</u> provide AD with increased editing access to the results</p> <p>Due to limited committee members present, the ideas will be discussed in more detail at the next meeting.</p>
<p>7</p>	<p>Guidelines for mailouts to members</p> <p>Due to limited committee members present, no guidelines were discussed.</p> <p>Group discussion regarding repeat attendance on walks by new members or those who have yet to join Ramblers.</p>	<p>RMa to run a cross reference search between Hike Norfolk forum and R to BN to extract new member details who have joined recently.</p>
<p>8</p>	<p>Update on Sustainable Growth group</p> <ul style="list-style-type: none"> ▪ Although the Sustainable Growth group met on the 31st January 2013 with limited turn-out (i.e. only TA & GF), only preliminary discussion was undertaken. Discussion summarised by GF in email to TA. 	<p>TA to distribute email to committee members.</p>
<p>9</p>	<p>Retention of records</p> <p>Deferred to next meeting due to limited committee present.</p>	
<p>10</p>	<p>Area Business</p> <p>Norfolk Area Ramblers meeting on 16/03/2013 discussed the issues associated with 'Dogs on Walk': Unless the walk is crossing private land where the landowner has specifically requested that dogs are not permitted, a walk leader cannot refuse to let members bring their dogs with them providing that they are kept on a short leash under close/safe control at all times. Members who do not like or are scared of dogs should raised their concerns with the walk leader prior to the walk commencing.</p> <ul style="list-style-type: none"> ▪ The Hike Norfolk forum provides ample opportunity for a walk leader to define whether dogs are permitted on the walk or not, and for members to raise any queries they may have. <p>Potential opportunity for Hike Norfolk to host an Area AGM - deferred to next meeting due to limited committee present.</p>	<p>AD to make minutes from meeting available</p>

11	Dates for away trips	
	TA: Cairngorms, Scotland Sat 6 th to 13 th April 2013 – fully booked RM: Eastbourne, Sussex Fri 3 rd to Mon 6 th May 2013 – places available AD: Lake District Sat 7 th to 14 th September 2013 – places available	
12	Date of next meeting	
	Deferred due to limited committee present, to be agreed via Doodle Poll	TA to circulate
13	AOB	
	<ul style="list-style-type: none"> ▪ HC queried whether the Hike Norfolk accounts need to be reviewed regularly or annually? <ul style="list-style-type: none"> ○ TA clarified that whilst it is worthwhile periodically reviewing the account when a deposit has been made or a withdrawal (by cheque) is likely to occur; the accounts only need to be formally reviewed and signed by a third party on an annual basis. ▪ Concern raised by committee as to the problems associated with the Hike Norfolk forum, e.g. it is taking 2 or more days for new forum registrations to be fully activated; emails to enquiry email address to be received by AD; and, loss of functionality with respect to emailing a member directly from the forum. <ul style="list-style-type: none"> ○ RMa has identified a problem with his server (which hosts the Hike Norfolk forum) and is seeking a resolution. 	If a resolution cannot be achieved quickly, RMa will post a message on the Hike Norfolk Facebook page.
<p>Next Meeting Update:</p> <p>The next Committee meeting will be held on Wednesday 15th May 2013 at Hotel Nelson, Norwich.</p> <p>Future meetings will be held at roughly two monthly intervals.</p>		