

Draft Minutes

Sheffield 40s Walking Group

17th December 2020 7pm via Zoom

Present

Jez Kenyon, Chair. Bev Kenyon, Secretary/ Membership Secretary. Mick Nott, Treasurer. Sara Collin, Walks Coordinator. Mandy Kippax, Jillian Gilbert, Socials and Weekends Away Coordinators. Allen Hudson, Footpath Officer/Web Editor.

Apologies Dave Depledge

Approval of minutes

The last meeting was the AGM, and the minutes will be approved at the next AGM. The draft AGM minutes can go on the website.

Matters arising

- None

1) Administration

- Jez explained the group email and google drive to the group. All are happy and understand how it works. Bev explained the use of BCC when emailing the full membership. The committee agreed to store important information concerning their own roles in the google drive to ensure continuity in the event of illness or holidays.
- Jez asked about future meetings and the committee is happy to use a mix of Zoom and meeting in person (when COVID-19 restrictions allow). At times members of the committee may wish to meet in smaller groups to discuss things to bring to meetings later.
- Bev will create a WhatsApp group for more immediate and informal communication. It is expected that people respond within around 24 hours depending on work and holidays. The committee agreed that the agenda should be open to all and flexible. The agenda will be circulated in advance of the meeting to allow for comments and additions from committee members.
- At times there can be a delay in the Web editor being able to update information on Newsflashes, and Socials so the Coordinators are going to try out editing the web page to speed up the process.

2) Treasurer

- Mick has the e-files from the former Treasurer. The signatories (Jez and Mick) still need to be changed with the bank and until that is done there is no access to the bank for payments. Mick has set up a folder in S40sWG Google Drive called "Treasurer's stuff". Mick asked other members of the committee to not use that folder.
- Mick has said that he wants to be a proactive treasurer and encourage and support the committee to spend group funds on appropriate activities and events. Mick will be in regular contact with the committee so that all can be kept informed. The Area Treasurer has also been contacted for his advice.
- Use of group main funds - It should be expected that we plan to spend about £800 of our main funds by September 2021. This figure depends on whether we will get our allocation from Area this year and if we have a plan for spending that is likely to happen; if we don't have a plan then Area may say that our balance is sufficient for our (unstated) needs. Our main fund balance at FYE Sep 2020 was £1150 and our main income 20/21 could be approx. £340. We can spend our main funds on all things walking and campaigning (and admin) some examples are in the table at the end of these minutes. We need to spend a significant proportion of our current main funds. The committee discussed spending money to help path maintenance in the area. For example – one of the gates which has been erected in the BAWI costs approximately £800.
- The system for the turnover of our social funds needs to be rigorous and there needs to be careful market research in advance. Payments and receipts for events and holidays mean that the social account can have a turnover in the region of £4000, which is not a trivial amount. Social activities should be "cost neutral" and ideally should generate a small surplus. We have had two social activities in the last two FYs where there were large losses. Our social fund balance at FYE 2020 was £146 (having been a balance of nearly £500). Mick feels that social activities supported by the group should have plans and budgets that have been scrutinised by the committee. Activities that are "members financed", eg the walking holidays in Jersey and Madeira, would not need this but should be allowed to publicise via the group. The committee agreed in principle however it was mentioned that in order to maintain our varied and sometimes adventurous social calendar we must allow that at times an event may make a loss. The use of credit card payments was discussed, however, as was stated at the AGM in 2019, the group bank account does not offer the use of a credit card and sometimes venues require the use of a credit card for deposits.
- The committee discussed the possibility of members being able to claim expenses for carrying out recces, particularly when the walk is for a weekend away, which may require extensive travel and maybe a night's accommodation. It was decided that should we decide to use funds in this way, it would need to be applied for in advance so that the committee could approve the payment.

3) Secretary

- Our current membership stands at 253. The system is not completely online, and Bev updates our records approximately once a month. A current spreadsheet of member details will be stored in the "Membership" folder of the Google Drive. If committee members use this

spreadsheet for contact details, they must check that the member is not in the Do Not Email folder in the Gmail account. There are currently 9 members in this group.

- Bev asked if the Committee could file old emails in folders so that the Inbox does not become unwieldy. Bev will file things which are a month old unless they are part of an ongoing situation. Bev will change the introductory email to include a question on how people found out about the group.

4) Walks

- Everything is up to date re COVID-19 regulations. The walks programme is currently being filled from week to week and the Coordinators are accepting walks on any day at any time.
- We are seeing slightly smaller numbers on walks and it was felt that this was partly due to the recent wet weather and COVID-19 restrictions. Sara is putting some of the walk details on Facebook on a weekly basis. Walks in Derbyshire and South Yorkshire need to be kept separate and it is being felt that we need to offer shorter walks. The Walks Coordinators are aware of this and can only encourage walk leaders to offer shorter walks. Dave will send out an email to the group to introduce himself as a joint Walks Coordinator which can include a paragraph on the walk length. It was suggested that we consider more morning walks at the weekends.
- We will prepare a survey for Facebook and the Website to find out what more members feel about the walks we are offering. The committee will send suggestions for possible questions to Bev. Questions to ask for the Face book page could be “Are you a member of the Sheffield 40s Walking Group?” Another key question could be “Do you regularly walk alone or as part of a different group?”
- We have equipment which has been purchased by the group, which includes maps, radios and shelters. Sara agreed to itemise the equipment and then it can be stored at Sara and Dave’s houses so it will be available in separate areas.

5) Socials and Weekends

- There are no socials and weekends away on the immediate agenda. When weekends away start up again the Coordinators would like to move to members booking their own accommodation. Premier Inns for example are always a good option and people can eat at places nearby. This would be a good option for when the COVID-19 regulations are relaxed in the Spring. It does not make money; however, it is a good kick-start option.
- Mandy and Jillian are looking to have some “Oven Ready” Socials which will be advertised as soon as regulations allow.
- Mandy mentioned the Woodhead Mountain Rescue Charity Walk. It is £10 per person and is a guided walk with lots of interesting information.
- Mandy and Jillian are looking to set up a photo competition to help revamp the photo gallery on the website. E.g. – members must guess where a photo was taken. The committee would approve a voucher prize – e.g., £10 for an outdoor outlet.

6) Footpath work

- Jez and Allen agreed to have a conversation via zoom or phone to discuss details of how to proceed with footpath work. It was agreed that Footpath work would come at the start of the agenda for the next meeting to give it some focus.

7) Publicity and Communications

- The Committee discussed the Facebook page, and it was agreed that it should continue as it is now, with some of the walk details being added on a weekly basis. As we are a charity it is a good way to promote walking and it may generate more membership for the group if managed well.
- The website will continue to be the main focus for group communication. Walks and Socials coordinators will have more access to the admin of the page in order to make it easier to get information on the page in a timely manner.

8) AOB

- None

Date of next meeting

- 28th January 2020 at 7pm via Zoom

The meeting ended at 9.15 pm