

Harrow & Wembley Outdoor Group
Annual General Meeting
Thursday 18 October 2018

Our Lady & St Thomas of Canterbury R C Church Hall, 22 Roxborough Park, Harrow

Outgoing Committee Members

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| Chair | Nick G (NG) | Present |
| Treasurer | Leo S (LS) | Apologies |
| Programme Planner | Brian G (BG) | Present |
| Information Officer | Rachael G (RG) | Present |
| Publicity Officer | Martina G(MG) | apologies |
| Social Secretary | Jan B (JB) | Present |
| Membership Officer | Mike S (MS) | Apologies |
| Secretary | Jeff R (JR) | Present |

| Item | Subject |
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| 1 | Welcome and Introductions |
| 1.1 | The meeting opened at 9pm. |
| 1.2 | Attendance including committee 10. |
| 1.3 | Nick welcomed attendees. |
| 2 | Review and Acceptance of Minutes from AGM held on 20 October 2016 |
| 2.1 | The Minutes were accepted. |
| 3 | Report from Committee Members on Previous Year |
| 3.1 | Chairman |
| 3.2 | Nick reported we had carried on with the successful points system. We had added more geocaching and cycling events. We had not been able to market those as successfully as the walking events yet. That would be the next challenge, to show that we have more diversity and are not just a walking group. He was hoping to push that next year. People putting events on were generally happy. Weekend events had been massively successful, no concerns there. |
| 3.3 | Membership cards would be coming soon. |
| 4 | Secretary |
| 4.1 | Jeff was pleased that the points system which he had devised had been running for a couple of years now and continued to be successful. |
| 4.2 | Jeff had continued reviewing the website content. Aiming to tidy up and clarify, research the things people are searching for and make sure they find them on our site. |
| 4.3 | As secretary, he produced the regular group newsletter, minutes of the AGM and committee meetings. And was a regular attendee at the hall to welcome and inform potential new members. |
| 4.4 | Up until this year, the group had been insured via the YHA. Following the YHA's phasing out of support for Affiliated Groups, they no longer offered insurance. Jeff had researched alternatives and was pleased to report we had been able to obtain equivalent cover for little more than we were paying with the YHA. |
| 4.5 | Following questions about our changed relationship with the YHA, Nick explained that they were becoming more focused on school and other groups who wanted to go during the week and have full catering. But it was still possible to get good deals when individuals booked a HAWOG group and organisers could ask the committee to support them with funding to do this. The YHA had promised that new group discount arrangements would be coming in from next February. |
| 4.6 | Treasurer |
| 4.7 | Unfortunately Leo was not present to provide a full treasurer report. The group was in a |

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| | healthy financial situation with reserves of approximately £6,400. |
| 4.8 | Nick said that the problems accessing the bank account had been resolved and he was confident that accounts would become available in the near future. |
| 4.9 | Programme Planner |
| 4.10 | Brian outlined activities for the year. |
| 4.11 | We finished the year with 147 members. This is a decrease of 46 compared with last year. However it is still the second highest on record. There were 79 existing members and 68 new recruits. The decrease is primarily due to new recruits from last year only attending one event and not renewing and fewer new recruits this year. |
| 4.12 | The Meetup Group is still our primary source of recruits. We also have a steady income from people just paying the walk fee rather than joining. We have a large net income from the Meetup groups. This helps to fund the points reward system for organisers. |
| 4.13 | Communications have been improved. We have relaunched the weekly mail to keep people updated on events for the following two weeks. Plus we send out the monthly newsletter to all members with updates on recent big events, changes made and advance notice of larger events. A welcome pack is sent to all new recruits and they are sent an invite to join the mailing list. |
| 4.14 | Our programme has been very busy this year with 94 outdoor events and 15 social events. We have arranged a record 8 camping trips this year with lots of people trying out camping for the 1st time. Highest attendances were at Weymouth where we had 40 people along and Cotswold camping where 24 went. The full statistics on the programme (together with statistics for previous years) are on the attached sheet. We have had 29 people organise events and earn points since the points system was introduced. We have arranged training events this year and will schedule more in the future to enable newer recruits to learn navigation and organising skills. |
| 4.15 | 29 people had organised events and earned points. Training events had been successful and the next ones with Heather were scheduled for February. He was working to encourage new organisers. |
| 4.16 | There was a question about weeks away, which the group had offered in previous years, but not recently. Brian explained that there were three levels of organisation – day events, weekends and full-week trips. Recently there had not been organisers up to the challenge of full week trip, but he hoped as more people organised events and grew in confidence, there would be in the future. |
| 4.17 | Information Officer |
| 4.18 | Phil was continuing to manage the website in a non-committee role. |
| 4.19 | Rachael had been running Facebook with help from Martina. She had set up a new page, because it had not been possible to get full access to manage the old one. The old Facebook page has no one only Phil on it. The old one is archived. With GDPR she needed to be able to make sure people on the new page were real people interested in the group and 86 of the group's members were now on the new page. She was keen that organisers should advertise their events on the new Facebook page. |
| 4.20 | She hoped to be running the poll to decide on which charities we would choose for this year on Facebook soon. |
| 4.21 | Publicity Officer |
| 4.22 | Rachael and Martina had been covering this role. |
| 4.23 | Publicity was mostly internet based now. Martina had been putting emails out. Brian said the main source of new members is the Meetup group. Meetup had now been set so people had to pay before attending events. The old way of advertisements, posters, libraries, etc. doesn't work anymore. |
| 4.24 | A lot of Meetup members don't stay, so we need to keep the turnover. But that has always been the case, around 50% of members renew and around 50% are new each year. We got a spike of older members coming back when we introduced the points system and it was no longer compulsory to organise events. So that is why it looks like membership has |

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| | dropped a bit, because it was a one-time spike. |
| 4.25 | Social Secretary |
| 4.26 | Jan reported that there used to be hall night every month which cost £50. But our members don't want to meet in that way anymore. So hall nights have been reduced to five a year. We do other things other months. Pub meets in Harrow, Ealing and maybe Ruislip. She reminded that there are now 5 points for organising every social event. We have just had a very good curry night. The Christmas buffet was coming up at the hall soon; followed by Mike D's Christmas drinks. Informal social events are advertised on the Forum, so members need to be on both the Forum and the main email group. We have had good attendances, a dozen or more. |
| 4.27 | Membership Officer |
| 4.28 | Mike had sent apologies and a report. He updates the membership spreadsheet and sends out welcome emails. Brian said Mike's figure was slightly different because it was as of end-September. |
| 4.29 | Membership cards were in the pipeline. This would make it easier for people running walks as people could simply show their membership cards. |
| 4.30 | Membership cards also meant people could easily see their expiry date, which should save on reminders. |
| 4.31 | It was commented that the male / female split was interesting; there were now more females in the group. |
| 4.32 | There was a reminder that there was a prize draw for members who re-join early. |
| 5 | Review and Acceptance of Accounts |
| 5.1 | The committee did not provide audited accounts for the previous years. It was agreed that this was not a satisfactory situation. Nick was confident that the situation was now under control and things would be put in order. |
| 5.2 | It had been possible to add signatories to the bank account and so it had not been necessary to transfer funds into PayPal, as discussed last year. |
| 6 | Election of Committee Members |
| 6.1 | Chair Nick G, nominated Brian G, seconded Jeff R |
| 6.2 | Secretary Martina G, nominated Brian G, seconded Rachael G |
| 6.3 | Treasurer Rachael G, nominated Brian G, seconded Jan B |
| 6.4 | Programme Planner Brian G, nominated Jan B, seconded Rachael G |
| 6.5 | Information Officer Not elected. Nick said that Phil J had confirmed he was willing to continue to maintain the website in a non-committee role. |
| 6.6 | Publicity Officer Jeff R, nominated Rachael G, seconded Jan B |
| 6.7 | Social Secretary No one standing – committee will try to co-op a member |
| 6.8 | Membership Officer Jan B, nominated Brian G, seconded Rachael G |
| 7 | Discussion and Voting on Motions before the AGM |
| 8 | Voting strength 9. There were 10 members present, but one had been a member for less than 6 months. |
| 8.1 | One motion had been proposed - |
| 8.2 | Motion to Amend the Constitution Regarding Fees and Points |
| 8.3 | Change to the Constitution - Amend: MEMBERSHIP FEE |

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| | <p>There shall be an annual fee of £10 for membership of the group. Members not having renewed their membership by the renewal date shall be considered to have resigned. The amounts for each type of membership and any other schemes, fees, payments or rewards are to be decided at each AGM, and may be decided at an SGM. These will form part of the group's rules and will be set out on the group's website.</p> <p>To read: MEMBERSHIP FEE</p> <p>There shall be an annual fee of £10 for membership of the group. Members not having renewed their membership by the renewal date shall be considered to have resigned. The annual fee is to be decided at each AGM, and may be decided at an SGM. The amounts for any other schemes, fees, payments or rewards can be amended by the committee. These will form part of the group's rules and will be set out on the group's website.</p> |
| 8.4 | <p>It was explained that the purpose of the motion was so the committee could tweak the points system during the year to obtain immediate improvements, rather than it only being possible once a year at the AGM. Brian said it was changed a few years ago, so this motion was going back to what it was. The committee's job is to look after the details. Members don't want to be bothered with the nutty gritty. For example, we don't want to need to call a SGM, just to change Meetup fees.</p> |
| 8.5 | <p>David was reassured regarding insurance. We record who attends events. Prospective members were allowed to attend once. After that, even Meetup members would be recorded as members of the group.</p> |
| 8.6 | <p>An amendment to the motion was proposed to ensure all changes are communicated at the time and reported to the group at the AGM.</p> |
| 8.7 | <p>Amended to read: MEMBERSHIP FEE</p> <p>There shall be an annual fee of £10 for membership of the group. Members not having renewed their membership by the renewal date shall be considered to have resigned. The annual fee is to be decided at each AGM, and may be decided at an SGM. The amounts for any other schemes, fees, payments or rewards can be amended by the committee. These will form part of the group's rules and will be set out on the group's website. Any changes during the year will be reported at the following AGM.</p> |
| 8.8 | <p>The amended motion was passed unanimously.</p> |
| 9 | <p>Discussion and Voting on Points and Membership Fees</p> |
| 9.1 | <p>It was agreed the membership fee would remain at £10. The points system would be reviewed by the committee, as agreed in the motion above.</p> |
| 9.2 | <p>Appointment of Auditor</p> |
| 9.3 | <p>Nick informed the meeting that Mike S had agreed to be auditor and he was appointed.</p> |
| 10 | <p>Nomination and Voting on Donation(s) to Charity</p> |
| 10.1 | <p>This would now take place via the Facebook group, rather than at the AGM.</p> |
| 10.2 | <p>David wanted to suggest a walking related charity, such as footpath maintenance, air ambulance or mountain rescue. He would put suggestions on the new Facebook page.</p> |
| 10.3 | <p>The decision would be announced at the Christmas party at the hall.</p> |
| 11 | <p>Any Other Business</p> |
| 11.1 | <p>Anne proposed a vote of thanks to everyone on the committee for their work during the past year and to everyone who has stood for the coming year.</p> |
| 11.2 | <p>Pete proposed the idea of a HAWOG Bank Holiday. It would be a specific weekend when we would have an extended trip. The date would be announced in advance so members could plan their years and book time off. It would probably need to be during the school holiday for members who were constrained. It was agreed it was a good idea and the committee would talk about it at a committee meeting.</p> |
| 11.3 | <p>The meeting closed at 10:15pm</p> |