

OXFORD UNIVERSITY WALKING CLUB

MIMUTES FOR THE TERMLY GENERAL MEETING OF TRINITY TERM 2009

Location	St Aldates G&D's
Date	17 th June 2009
Time	Start: 7.55 Finish: 8.42
People Present	Imogen Wade, Rachel Wood, Jamie Banks, Jaya John John, Ling Hwang, Ben Watson, Anton Vaks, Laura Bernstone. Kanishka Bhattacharya arrives during the committee reports.

1. APOLOGIES FOR ABSENCE

Christopher Thomas (the same as always), Helen Jenks + David Keiller (who both have exams). Also Alan Iwi, Melanie O'Sullivan, Rush Cosgrove, Tse Yin Lim (Zing) and Richard Morris.

2. READING OF THE PREVIOUS TGM MINUTES (HT 2009)

JJ summarised the report

3. OBJECTIONS TO THE PREVIOUS MINUTES

CT;

- In matters arising: "sent to the relevant" NOT "send to the relevant"
- T&S report: "in MT09 we had 4 level 4 leaders" should be MT08!?
- Election of senior member: "When asked if he would like to continue as the club's Senior Member, Kevin said," said what?
LB meant to copy and paste something there. Read as; said... something along the lines of "I'd be honoured".

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

New map cases are still waiting to be bought. IW offers to look at Go Outdoors.

5. OFFICERS' REPORTS

PRESIDENT (DK-absent)

This has been another successful term for OUWS with most trips nearly full, which is often unusual for TT. Many thanks go to this terms committee and to the leaders and drivers who have helped run

this terms trips, and without whom we could not operate. We have also welcomed several new leaders and I look forward to next terms trips with anticipation.

SECRETARY (RW)

We have one new driver, making the total number with current licences, registered with the sports fed just 13. Another 10 need to extend their minibs licences.

TREASURER (JB)

No time to do these yet. But the annual expenses so far stand at -£66.91, although this does not include the Sussex trip yet, which might decrease the loss slightly. The accounts are therefore reasonable healthy, especially given the amount in the bank this year has varied from £300-2000. *Accounts were received later and are copied below in Appendix 1.*

TRIP AND SAFETY COORDINATOR (JJ)

This term we have had 4 weekend trips (Mid-Wales, Lakes, Pembrokeshire, and Scotland next week) and 1 day trip to Sussex. All have gone well, although some were undoubtedly more eventful than others! 2 further weekend trips have been planned for the summer holidays in addition to 1Xtrip, 3 weekend and 2 day trips next term. This term we have 3 new level 2 leaders (Alan Iwi, Imogen Wade and Jamie Banks), 1 new level 3 leader (Joseph Delo) and 3 level 4 leaders (Michael Newsome, Rush Cosgrove and Michelle Barton). 3 want to do their ML over the summer and 5-8 are interested in taking it in the future. The leader situation is therefore good. Next year we need to tackle TO's and drivers.

OTHERS

- ALUMNI SECRETARY

Vacant

- ARCHIVIST (IW)

9 local walks were planned and all went ahead. Attendance varied from 0-6/7 (not including leader). The map database is being updated and will be posted on the website shortly.

- MEMBERSHIP SECRETARY (HJ-absent)

Absent and no report submitted. 178 members are currently registered.

- QUARTERMASTER-ish (MT)

Position is currently vacant, although Matt Thomas occupied it during the first half of the term and will help out where needed after his finals.

MT's report; The stores are still there. The new kit has proved a good investment – it has all been out at the same time.

- SOCIAL REPRESENTATIVE (KB)

Punt party was a wash out, but even so the 4 attendees had a good time eating stuff. Will arrange another punt party for the summer, but with short notice to aim for a day with better weather.

- WEBMASTER (CT-absent)

I've basically just been keeping the website up to date. I've also renewed our "ouwc.org" domain name registration. Please send me any comments you have on the website and let me know if anything is wrong or out of date. Please send me links to photos of club events or upload photos to the website.

6. SPECIFIC IMPORTANT BUSINESS

There is a motion presented for ratification at this TGM (appendix 2):

i) Motion to amend the OUWC Constitution to comply with the changes to the Proctors' and Assessors' Memorandum.

This motion was passed in principle at the last TGM (HT09). For the changes to become effective, they need to be passed a second time at this TGM. (All constitutional amendments must pass at two consecutive TGMs, in order to be implemented).

8 agree, 1 abstain. Motion passed.

7. ELECTIONS TO COMMITTEE

SENIOR MEMBER: KEVIN HILLIARD

Nominated by Jaya John John, seconded by Jamie Banks.

8 agree, 1 abstain

PRESIDENT: JAMIE BANKS

Nominated by Jaya John John, seconded by Helen Jenks.

8 agree, 1 abstain

SECRETARY: Nominations will be taken from the floor during the meeting

Rachel Wood nominated by KB, seconded by LH.

9 agree

TREASURER: Nominations will be taken from the floor during the meeting

Kanishka Bhattacharya nominated by JB, seconded by IW.

9 agree

T&S COORDINATOR: JAYA JOHN JOHN

Nominated by Helen Jenks, seconded by Christopher Thomas.

9 agree

ARCHIVIST: Nominations will be taken from the floor during the meeting

Imogen Wade

9 agree

MEMBERSHIP SECRETARY: Nominations will be taken from the floor during the meeting

Ben Watson

9 agree

QUARTERMASTER: Nominations will be taken from the floor during the meeting

No one stands, but Dave has expressed an interest, although not by email. So the position is vacant, though hopefully for not too much longer.

SOCIAL REPRESENTATIVE: Nominations will be taken from the floor during the meeting

Noone stands. Vacant

WEBMASTER: Nominations will be taken from the floor during the meeting

Christopher Thomas

9 agree

ALUMNI SECRETARY: Nominations will be taken from the floor during the meeting

Matt Thomas

9 agree

8. AOB

9. TRANSFER OF POWER

Appendix 1; Term Accounts (JB)

OUWC Accounts: Weekend Trips, TT09

Mid-Wales TT09	
Monies In	
Number of payments	10
number of refunds	0
Payments	10.00
Total In	430.00
Monies Out	
Accommodation deposit	91.00
Accommodation remainder	70.00
Minibus hire	156.00
Expenses	60.52
Expenses	96.65
Insurance	14.00
Total Out	488.17
Total	-58.17

Not paid yet

Lakes TT09	
Monies In	
Number of payments	14
Number of refunds	1
Net Payments	13.00
Total In	559.00
Monies Out	
Accommodation balance	150.00
Minibus hire	156.00
Expenses	135.14
Expenses	50.55
Insurance	14.00
Total Out	505.69
Total	53.31

Not paid yet

Pembrokeshire TT09	
Monies In	
Number of payments	26
Number of refunds	2
Net Payments	24.00
Total In	1344.0
Total In	0
Monies Out	

minibus hire	312.00	
Accommodation balance	500.00	
Expenses	120.95	
Expenses	2.40	
Expenses	139.26	
Expenses	14.00	
Expenses	118.37	
Insurance	28.00	Not paid yet
Total Out	1234.98	
Total	109.02	

Scotland TT09		
Monies In		
Number of payments	12	
Number of refunds	0	
Net Payments	12.00	
Contribution from Andrew Tyrell	40.00	
Total In	1072.00	
Monies Out		
minibus hire	348.00	
Accommodation deposit	20.00	
Accommodation balance	214.00	
Food	159.14	
Other expenses	198.01	Some final expenses from Helen Jenks still outstanding
Insurance	35.00	Not paid yet
Total Out	974.15	
Total	97.85	

**OUWC Accounts: Minibus Day Trips,
TT09**

Sussex Coast TT09	
Monies In	
Number of payments	13
Number of refunds	0
Net Payments	13.00
	130.0
Total In	0
Monies Out	
Minibus Hire	58.00
Minibus fuel	52.76
Parking	10.00
Insurance	7.00
	127.7
Total Out	6
Total	2.24

Not paid
yet

1

BALANCE AT HT09
TGM

£2,150.58

<u>Category</u>	<u>Description</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	<u>Notes and comments</u>
<i>Items outstanding</i>			£0.00	£0.00	
	Category TOTAL			£0.00 £0.00	
<i>Membership</i>					
	Memberships x3	£51.00		£51.00	
	Summer memberships x12	£132.00		£132.00	
	BMC payments		£0.00	£0.00	
	Category TOTAL			£183.00	
<i>Weekend Trips</i>					
	Mid Wales	£430.00	£474.17	-£44.17	Insurance not paid yet
	Lake District	£559.00	£491.69	£67.31	Insurance not paid yet
	Pembrokeshire	£1,344.00	£1,206.98	£137.02	Insurance not paid yet
	Scotland	£1,072.00	£939.15	£132.85	Some expenses still outstanding (including insurance)
	Galloway Hills				
	Category TOTAL			£293.01	
<i>Minibus Day Trips</i>					
	Sussex Coast	£130.00	£120.76	£9.24	Insurance not paid yet
	Category TOTAL			£9.24	
<i>Socials</i>					
	Annual dinner HT09 (x1)	£35.00	£0.00	£35.00	
	Category TOTAL			£35.00	
<i>Equipment</i>					
	Camping gas		£17.99	-£17.99	
	Galloway map		£7.49	-£7.49	
	2 Lakes maps		£15.28	-£15.28	
	2 Scotland maps		£15.98	-£15.98	

	Technical inspection Category TOTAL			£40.00 £17.99	-£40.00 -£96.74
Advertising	Category TOTAL			£0.00 £0.00	
Administration & miscellaneous	free tea supplies 2 Galloway HT09 partial refunds (£11 each) 1 Forest of Dean HT09 refund grants Termcard printing Minibus Insurance MT08, HT09 Website hosting Snowdonia MT09 accommodation deposit Freshers' fair MT09 booking and deposit Pembrokeshire parking fine Category TOTAL		£4.31 £22.00 £9.00 £198.00 £120.00 £9.19 £60.00 £65.00 £70.00	-£4.31 -£22.00 -£9.00 £0.00 -£198.00 -£120.00 -£9.19 -£60.00 -£65.00 -£70.00 -£557.50	
Training Courses	First Aid courses x1 First Aid subsidies x2 ML training courses x2 ML subsidies x3 Minibus assessments x8 Category TOTAL		£25.00 £50.00 £160.00 £120.00 £120.00	-£25.00 -£50.00 -£160.00 -£120.00 -£120.00 -£475.00	
GRAND TOTAL					-£608.99

BALANCE AT TT09
TGM

£1,541.59

07/07/2009

Jamie Banks, OU Walking Club Treasurer TT2009

Appendix 2; Motion

Motion to amend the OUWC Constitution, TT09

This motion was passed at the HT09 TGM but must be ratified at this TGM to come in to effect.

Proposed: David Keiller, President

Seconded: Laura Bernstone, Christopher Thomas

At the end of Michalemas Term 2008, the Proctors asked all sports clubs to amend their constitutions to comply with the changes to the Proctors' and Assessors' Memorandum.

The changes that OUWC proposes to make in order to comply with this are:

Add a paragraph between the current paragraphs 22 and 23, and renumber subsequent paragraphs as necessary.

ADD

The webmaster must take responsibility for the operation and updating the club website displaying (at a minimum) current club contacts, the constitution, the Code Practice and the risk assessment.

Change paragraph 19g

FROM

[the secretary must]inform the Proctors if the Club ceases to operate, or it is to be dissolved, and in doing so present a final statement of accounts.

TO

[the secretary must]inform the Proctors if the Club ceases to operate, or it is to be dissolved, and in doing so present a final statement of accounts in a format prescribed by the Proctors.

Change paragraph 20i

FROM

[The treasurer shall] ensure that any requirements for audit of the Club's accounts (by auditors approved in advance by the Proctors), as a result of a turnover deemed to be significantly large for a sports club, are fulfilled and that any resulting costs are borne by the Club. Such requirements are set out in the regulations of the Rules Committee, which are printed in the appendices of the Proctors' and Assessor's Memorandum.

TO

[The treasurer shall] ensure that any requirements for audit of the Club's accounts (by auditors approved in advance by the Proctors), as a result of a turnover deemed to be significantly large for a sports club, are fulfilled and that any resulting costs are borne by the Club. Such requirements are set out in the regulations of the Rules Committee, which are printed in the appendices of the Proctors' and Assessor's Memorandum. Currently, the requirement is for a signed copy of the accounts for the academic year (which runs from 1st August to 31st July) to be submitted as soon as possible after 31st July, and definitely before 1st October. If the club's turnover is in excess of £40,000 in an academic year, then the accounts must be independently audited as set out in the appendix of the Proctors' and Assessor's memorandum.

Additional to the changes mentioned above, the club affiliated to the BMC in Michaelmas term 2008, so it is proposed to make the following change to reflect this.

Change paragraph 2b

FROM

The National Governing Body for the Club is the British Mountaineering Council (BMC). Due to the large expense of affiliating to the BMC, the Club was given permission to stay unaffiliated in April 2002, by Jon Roycroft, the Director of Sport, and Howard Jeffs, Area Safety Officer for Sport. Written permission was received from Graham Waite, University Insurance Officer, in September 2002, and reaffirmed in February 2005. This permission was granted giving the following conditions:

- i. the Trip and Safety Coordinator is a member of the BMC
- ii. the Trip and Safety Coordinator ensures that the Club is kept up-to-date with current and relevant issues of the BMC through its literature
- iii. the Club abides by BMC policy and guidelines at all times
- iv. the Trip Leader Safety Document is incorporated into the Code of Practice.

TO

The National Governing Body for the Club is the British Mountaineering Council (BMC). The Club affiliated to the BMC in Michaelmas term 2008, and continues to abide by the following conditions which pre-date that decision:

- I. the Trip and Safety Coordinator must ensure that the Club is kept up-to-date with current and relevant issues of the BMC through its literature
- II. the Club must abide by BMC policy and guidelines at all times
- III. the Trip Leader Safety Document is incorporated into the Code of Practice