

OXFORD UNIVERSITY WALKING CLUB

MINUTES FOR THE TERMLY GENERAL MEETING OF TT11

Location	St. Aldates G&D's
Date	Wednesday 22nd June 2011
Time	Start: 8.25pm Finish: 10pm
People Present:	Joseph Delo, Jaya John John, Carina Brehony, Alan Iwi, Imogen Wade, Juan Guan, Bernhard Elsner, Nic Freeman, Katharina Franz, Liz Butler

1. APOLOGIES FOR ABSENCE

Robert Siddaway
Christopher Thomas
Kanishka Bhattacharya

2. READING OF THE PREVIOUS TGM MINUTES (HT11)

Minutes handed out and important points highlighted.

3. OBJECTIONS TO THE PREVIOUS MINUTES

No objections.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

1. Not having TGMs at G&Ds because of the noise? Happy to continue having meetings at G&Ds- it means ice-cream!
2. Annual committees? AI notes that it would prevent the termly turn around, but would mean people have to be available all year. JJ suggests that we discuss it at the beginning of next term- one way of remembering to discuss it would be to review the TGM minutes at the beginning of term.

5. OFFICERS' REPORTS

PRESIDENT

Given Trinity Terms are usually not our busiest, I feel we have been rather active in our walking pursuits.

I thank the entire committee for their hard work and particularly to those who have covered up for me when I have been absent. As my work load shoots through the roof, I would be unlikely to take up a committee position for next term. I am however more than willing to help out the club, as and when required (within reason).

With my knee feeling better everyday I should be able to join the club in some trip or the other in the near future.

We submitted the President's Pack (like a report of the past year) to the OU Sports Fed before the deadline at the beginning of trinity term.

SECRETARY

Position was vacant this term. Report filed by Rob Siddaway.

Thanks to the members of the Committee for helping out with filling in with minute-taking in the absence of a Secretary this term. No new drivers have been added to our list of drivers this term.

For the coastal trip this term only one minibus was booked with Hotsons as in the first instance it was just a normal sized trip and was upsized at a later date. Trip organisers should be reminded to book the correct number of minibuses for their trip! The Sports Fed was fortunately able to book us a second minibus from Target, however, meaning we didn't have to disappoint half the group by kicking them off the trip.

There was another case of the minibus being scraped on a trip this term. An email will be sent to the drivers list reminding them of the need to ask for assistance with manoeuvres whenever they feel it is necessary and not just go ahead and hope for the best.

TREASURER (No change to ToR)

1. Treasure's Year Pack 2010-2011 was submitted to the Sports Federation before the end of first week TT11. We made an estimation of club net balance of £2476 (as of end of HT11). The applied annual grant for 2011-2012 is £735, categorised as: Minibus assessment £60; First aid training £125; Equipment £150; and Mountain leader training £400 (5 people; £80 each)
2. Club current balance: £2911.63 on statement on 20 June 2011 (need to audit for next treasurer to take over); £48.25 petty cash. 25 people need to be registered for the BMC. Some outstanding cheques. Don't know trip balance for Devon. Profit of £1000 from last year (due to Ceilidh, first aid course, leader training levy). Some loss from minibus scratches.
3. Summary sheet of the income and expenditure details since January 2011 are attached in spreadsheet.
4. A separate sheet showing transactions during TT11 is also attached. But due to unfinished trip balances, I am not able to provide final gain/loss for individual event. Apparently, the club accounting shows huge loss mainly because £440 minibus insurance and damage from MT10 and HT 11 goes off; £156 accommodation deposit towards Northumbria was paid, chances to be paid

back? (Will be refunded if somebody books the accommodation this weekend). Cambridge trip and Snowdonia trip each made a small profit compensating the cost of punting and equipment (tent repair). BUT overall we are still higher than TT last year. BE notes £2476 is a lot higher than last year. JJ notes that we are yet to spend anything on MLT subsidy.

5. In summer break, once the trip balances finish, a full check-through on the accounts should be done. JJ notes that we should do an audit of finances during August when there are few outstanding transactions.

6. For next term, internet banking should be planned to set up. It will help track people's transfer and club's live balances. Once set up, we can update our ways of payment by adding bank transfer (Bank transfer is currently ad-hoc. To set up a proper system we would need reference numbers. Club website needs to adapting to this system.)

BE suggests that PayPal may be an idea. But JJ points at that there may be a charge of 3%.

TRIP AND SAFETY COORDINATOR (No change to ToR)

This term we have had two weekend trips and one minibus day trip, with a further weekend trip cancelled due to a lack of leaders, drivers and participants. The two running weekend trips were heavily oversubscribed. Overall this year, we have had a large number of highly successful trips: nine weekend trips (three of these were BIG), and three minibus day trips (one of these was BIG).

Looking ahead to next term, we have planned three weekend trips and a minibus day trip; there will be space in the calendar to squeeze in an extra minibus day trip if a volunteer were to step forward. There are no firm plans for summer trips as yet, but a couple of possible ideas have been suggested.

There has been a first aid course with George Fell in Hilary Term that was highly oversubscribed; we are looking to run another weekend with him in Michaelmas to coincide with the annual Ceilidh.

The chronic shortage of leaders in the club continues, primarily at level 4. Over the summer we will try and persuade some interested members to take leader training of some description, to either become a club leader or to increase the level that they may lead at.

After the failure to organise a winter skills course at the last minute this academic year, if this is something that we would like to try doing this coming winter, it would be well worth trying to organise it this summer. Folk will always give the response "I don't know what I'm going to be doing then" about something so far ahead but, if it's something they want to do, they can always put it in their calendar now rather than waiting for 6 months, by which point we'll have missed our opportunity.

Finally, thanks to all the leaders and drivers who have made the trips we've run this academic year possible, and also to the membership of the club for coming along and getting involved, without which we could not have a club!

OTHERS

ALUMNI SECRETARY (No change to ToR)

1. Alumni lunch/dinner at weekend over the summer? Combined with a walk- to a pub?
2. List of alumni will be sent to Development Office.

ARCHIVIST (ToR updated)

1. Five local walks this term so far. One more this Saturday.
2. Mean number of people on four of the walks was 6.5 (range 2 to 12 people).
3. Bit of a struggle to find local walk leaders. Expanded criteria for local walk leaders to encourage more people (been on a local walk or Club trip).
4. One new local walk leader this term.
5. Updated map list. Will be put onto the website over the summer. Planning to buy a bulk order of maps in August- trying to collate orders.

AI suggests (dreams?) that old maps could be sold off.

MEMBERSHIP SECRETARY

OUWC now has 121 members. 22 new members joined during this Trinity Term.

We have 68 female members (56%) and 53 male members (44%).

In terms of university card status, the make-up of the club membership is:

Status	Number	Percentage
Undergraduates	22	18%
Visiting students	8	7%
Graduate students	43	36%
Postgrads	17	14%
Staff	13	11%
External members	18	15%

The number of external members is within the 20 percent allowed by the Sports Federation rules.

Compared to previous years at the time of the Trinity TGM: TT10: had 136, TT09: had 178, TT08: had 244. We need to keep in mind that the reduction shows the effects of phasing out the 'course memberships' we had back then (when people would become members for 3 or 4 years at a time).

The last of the course memberships have now expired, which means that from now on, we can

compare membership levels clearly.

There have been some issues with people only seeing value in membership if they get on trips. Not everyone can make use of the other membership benefits so this is probably natural to some extent.

I would like to suggest that future membership secretaries e-mail a standard welcome message to new members, including a list of the membership benefits such as borrowing club equipment.

Alan's proposal, to be dealt with later in the meeting, may help with this perception.

QUARTERMASTER (No change to ToR)

1. First I will say thanks to Jaya John and Juan for covering for me for the weeks that I was away!
2. We had a number of queries from external individuals wanting to borrow equipment. One of these, the OU Volleyball club, had a member join in Trinity (Jana Orszaghova) so they could borrow a 4 man tent. All borrowed and returned successfully. Another group, the Linacre College Green Society, contacted us to ask about the feasibility of doing the Yorkshire 3 peaks challenge in a day. We advised they would need to stay at least one night in the area and they have subsequently asked to borrow equipment. Again, we suggested that at least one person join the club in order to borrow equipment and one individual has for Trinity - Roya Haghghat-Khah. They hope to travel the first weekend of July.
3. I hope to do the inventory in the first or second week of July after all the equipment from the Linacre trip has been returned. I will send an email round to individuals with equipment outstanding either to return it or to at least check they have it so I can keep track. I also plan to clean out the shed.
4. Where/how do we clean sleeping bags? JG says that putting them out in the sun. JJ says they can be machine washed at a laundrette.

SOCIAL REPRESENTATIVE (No change to ToR)

1. Punt Party - success with around 12 people over two punts; snacks and Pimms. Club payed £21.45 s to pay for snacks and booze (I didn't ask people to bring money soon enough - my fault).
2. Pub night at the Head of the River - success with me and the lovely Jane Eyre being the only attendees (no Club loss sustained)
3. Stroll in the parks - JJ and I were there, but since the party was so small we decided not to take the walk (no Club loss sustained)

WEBMASTER (No change to ToR)

1. Routine updating of the website.
2. Task of webmaster harder now because President does not collect the information for the

termcard. IW suggests that the President should take a more active role.

3. Arranging member discount with walking gear companies. One set-up, one being set-up, one needs chasing up.

4. Planned to revamp procedure for uploading photos but will probably spend time over the summer creating the online sign-up for trips (although AI will not stand for Webmaster in MT11).

IT OFFICER (No change to ToR)

1. Mailing list kept up to date.

6. SPECIFIC IMPORTANT BUSINESS

(a) Motion presented: approval of bank withdrawals.

Proposed: Alan Iwi

Seconded: Imogen Wade, Robert Siddaway

Background

Cheques drawn on the Club's bank account have to be signed by two people. The Club may be getting internet banking facilities which will make it technically possible to make withdrawals (e.g. via bank transfer) authorised by only one person. This proposal ensures that all such withdrawals must still be approved by two people as a matter of policy.

Proposed changes

Adopt a rule that all withdrawals from the club's bank account that are not already required by the bank to be authorised by two people must have the consent of two of the club's Officers (as defined in paragraph 14b of the constitution), one of whom must be the treasurer unless there is a reasonable need to make the withdrawal at a time when the treasurer is unavailable, and the treasurer is to keep a record of who has approved each withdrawal. If this motion is passed, this rule is to be noted in the relevant Terms of Reference, stating that it was passed at a General Meeting so can only be changed at a further General Meeting.

Discussion

BE notes that at the moment we *choose* to have 2 signatories on cheques as it provides protection for the treasurer.

Verbal authorisation for online payments? Initials on the online transaction? BE would want formal written authorisation.

NF suggests that we could use online banking only for paying in money? But AI suggests that even if we don't use online banking to make withdrawals, it would be wise to have this system in place anyway.

JJ suggests that we could mandate the President to regularly check the accounts?

Conclusion

BE suggests amending the motion to place "written" in front of authorisation.

JJ would like us to continue using only cheques for outgoing payments (online banking for paying in only).

The majority of those attending agreed to amend the motion to:

"Having consider the use of internet banking for out going payments the Club members present have decided to amend the motion to the effect that all outgoing Club payments should be made by cheque or petty cash."

Vote

Ten out of eleven attending members voted to pass the motion. Motion passed as modified.

(b) Motion presented: cancellation period for new Club memberships.

Proposed: Alan Iwi

Seconded: Robert Siddaway, Imogen Wade

Background

Although membership offers a range of benefits, some people may wish to sign up for membership only in order to go on a trip in a particular term. Currently they would have to pay for membership but may still not be successful in getting on any trips. This proposal would give people the right to cancel their membership in that situation, provided that they do so promptly, and so hopefully remove a risk that might discourage signing up in the first place.

Proposed changes

Adopt a rule that memberships taken out during first or second week of any term may be cancelled with full refund if requested by the end of second week of the same term, provided that the member has not got places on any trips nor made any other use of the membership meanwhile. On cancellation of membership, any places on reserve lists for trips, as well as any place on the priority list for trip allocation in future terms, will be forfeit.

Discussion

IW asks: what if somebody pays for their membership in MT, doesn't get on any trips in MT AND doesn't get on any trips the next term? AI notes that committee discretion is needed.

Vote

Eleven out of eleven attending members unanimously voted to pass the motion. Motion passed.

(c) Motion presented: rules regarding leader training subsidies.

Proposed: Alan Iwi

Seconded: Robert Siddaway, Imogen Wade

Background

We are often short of leaders. Trips sometimes get cancelled because of lack of leaders and for other reasons, as happened this term. The Club subsidises part of the cost of leader training, which helps. Half of this subsidy is, for good reason, only paid once the leader subsequently leads on trips (a quarter for each of the first two trips). This motion says that a trip which the leader signs up for but which get cancelled should still count. It should help to make leader training more attractive by removing an element of risk as to when the subsidy will be paid.

Proposed changes

Adopt a rule that if a leader signs up for a trip which would qualify for him/her to receive a portion of the training subsidy, that portion is payable if either:

- a) the trip actually goes ahead and that leader leads on it; or
- b) the leader signs up and pays before the trip places allocation meeting, does not pull out of the trip, and it is decided during or after that meeting to cancel the trip.

Discussion

BE suggests that leaders could organise trips deliberately to be cancelled. AI notes that the T&S officer should vet trips.

JD asks if this has applied to anybody in practice, or is it purely hypothetical?

IW asks where does the leader training subsidy come from if there is no trip?

BE suggests that it should be a case of committee discretion.

Votes

Three out of eleven voted to pass the motion, six out of eleven voted against the motion, and two out of eleven abstained. The motion was therefore not passed.

d) Motion for ratification: creation of training officer

Proposed: Alan Iwi

Seconded: Robert Siddaway, Jaya John John

Background

This motion was passed with 9/9 in agreement at the last TGM (HT11).

Wording as per motion (a) from last time, but also add that in paragraph 11 change "thirteen" to "fifteen" as per the amendment agreed during the meeting and noted in the minutes.

Proposed change

In paragraph 11, change:

"thirteen" to "fifteen"

In paragraph 14, delete:

A member may be proposed for, but may not hold, more than one office.

In paragraph 14(b), delete:

, called the Officers

In paragraph 14(c), after:

vi. an Alumni Secretary

add:

vii. An IT Officer,

viii. A Training Officer

14d. The Officers of the Club shall be those listed in paragraph 14(b), regardless of the title of any post listed in paragraph 14(c). A member may be proposed for more than one post, but may not hold more than one Officer post.

In paragraph 2(f)(i), delete:

. By default, the IT Officer is the Webmaster unless the committee designates another committee member

In paragraph 33 (meetings of the committee), after:

decisions shall be taken by simple majority

add:

, each Committee member present having one vote irrespective of how many posts he or she holds

Paragraph numbering above is prior to any ratification of the separate motion regarding quoracy; renumber as applicable.

Vote

The motion was passed unanimously by eleven attending members. The Constitution will be updated accordingly.

(e) Motion for ratification: changing the constitution to clarify the limits of general meetings voting on amended motions and “any other business”

Proposed: Alan Iwi

Seconded: Robert Siddaway, Jaya John John

Background

This motion was passed with 8/9 in agreement at the last TGM (HT11).

Proposed changes

Replace:

7c. consider any motions of which notice has been given of not less than seven days and has been submitted to the Secretary, in writing, by at least three members of the Club, and any other relevant business.

with:

7c. consider any motions of which notice has been given of not less than seven days and has been submitted to the Secretary, in writing, by at least three members of the Club. The Meeting may vote to amend motions and to pass amended motions, but the minutes must show both the original and

amended versions, and the decision may be declared Advisory as defined in paragraph 7(d) if, on appeal by at least three members of the Club, the Senior Member determines that the amendment introduced substantially new business or increased the overall effect of the motion;

7d. consider any other relevant business. Any decisions taken without a motion shall be Advisory. Any Advisory decision shall be held to represent the majority opinion of those present, but not necessarily of the overall membership, and shall be not binding nor confer additional powers on Committee

Vote

The motion was passed unanimously by eleven attending members. The Constitution will be updated accordingly.

7. ELECTIONS TO COMMITTEE

SENIOR MEMBER: Kevin Hilliard (Nominated by Robert Siddaway; Seconded by Jaya John John). Kevin Hilliard elected unanimously by eleven attending members.

PRESIDENT: nominations taken from the floor. Bernhard Elsner elected unanimously by eleven attending members.

SECRETARY: Robert Siddaway (Nominated by Jaya John John; Seconded by Juan Guan). Robert Siddaway elected unanimously by eleven attending members.

TREASURER: nominations taken from the floor. Joseph Delo elected unanimously by eleven attending members.

TRIP AND SAFETY COORDINATOR: Nic Freeman (Nominated by Jaya John John; Seconded by Juan Guan). Nic Freeman elected unanimously by eleven attending members.

OTHERS

ALUMNI SECRETARY: nominations taken from the floor. Katharina Franz elected unanimously by eleven attending members.

ARCHIVIST: no nominations (Sarah Stewart? Cath Porter?)

MEMBERSHIP SECRETARY: Kathryn Newton (Nominated by Juan Guan; Seconded by Jaya John John). Kathryn Newton elected by ten out of eleven attending members.

QUARTERMASTER: nominations taken from the floor. Carina Brehony elected unanimously by eleven attending members.

SOCIAL REPRESENTATIVE: nominations taken from the floor. Kim Lehrer elected unanimously by eleven attending members.

WEBMASTER: no nominations (Michael Mentink?)

IT OFFICER: no nomination (JJ will continue informally)

TRAINING OFFICER: nominations taken from the floor. Jaya John John elected unanimously by eleven attending members.

AOB

1. First committee meeting of MT 2011: Tuesday of 0th week.