

NEC Committee Meeting

Coventry, 13 August 2016

Minutes

Present: Erica Knight (NC), Joan Clifford (HGS), Nick Grant (NFO) (in part), Matthew Dickinson (Dep. NC / NTAC Chair), Martin Posner (ASEA Chair), Nicky Rolfe (SA Chair) (in part), Adrian Barnard (NAO), Francis Wallington (VP), John Smith (MA Representative) (in part), Steve Rolfe (Observer) (in part), Andrea Rutter (Observer)

Minutes: Ian Crawshaw (NEC Administrator)

Agenda:

Meeting opened at 10:33am.

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| 1 | Open Meeting
Erica opened the meeting | Chair |
| 2 | A short review of procedures and how the meeting will be run | Chair /HGS |
| 3 | Apologies for Absence, acknowledge of proxies
Gerry Edwards, Ian Crawshaw, Adam Redshaw, Jeff Rea | HGS |
| 3.1 | Establish of Voting Strength of Meeting | HGS |
| 4 | Minutes of June meeting | All |
| 4.1 | Points of Accuracy
None noted. | |
| 4.2 | Acceptance of June 2016 NEC meeting Minutes
The minutes were accepted. | Areas |
| 4.3 | Review of Action list
The action list was reviewed and some items added.
The revised action list, with old items removed and the rest renumbered, is in a separate document. | All |

Actions Prior to May 2015 NEC Meeting

1. Areas & Groups to send to National Finance Officer all copies of completed risk assessments **Ongoing**
FW submitted a RA for the Shropshire walking weekend. Would like to know it was received.
2. Areas to put National Chairman or a National Officer on the signatory of Area Bank Accounts **Ongoing**
3. Honorary General Secretary to maintain National Trophies Register (with help from NFO as necessary) **Ongoing** We have the trophy back from Corinna. MD – are any trophies missing? EK No, all good.
4. National Finance Officer to maintain a list of people banned from PLUS, areas to provide details **Ongoing**

5. Website team to search for a good blogger and twitter poster for the new National Website. **Ongoing**
6. NC to send reminders of next meeting within a month of the next meeting and a week before **Ongoing**
7. Area Chairs to make sure area/group websites are up to date **Ongoing**
8. MD to compile a list of orphaned area/group websites **Dropped** MD said this situation has naturally got better with old websites eventually disappearing.
9. Areas to forward NAO their area diary to compile National diary (to abarnard@jet.uk) Note Adrian's email address was wrong, no ".co" **Ongoing**
10. Ian Crawshaw to ask BBC for permission to use Sara Cox interview on our website. MD said Ian had emailed that the clip could just be placed under general usage, this is done elsewhere on the web. FW was not comfortable with this but said it could go on the premise of "Use it until challenged" or put "Copyright BBC". **New Action** for Jeff to place this content on the web.
11. NR/SR to inform National/Areas when online communicating tool training is, well in advance so other areas can be involved **Ongoing**
12. NFO to investigate other venues for NEC meetings. NG wondered about using Area meeting venues for NEC meetings. "Pub" was also cited but rejected. MD says this room is free whereas his NTAC venue was c. £15 an hour. MAC's venue also free as long as you eat their food. NR would like to make the NEC travel so members can know more about what the NEC does. NG suggested the NEC could hold its meetings on Sunday to coincide with Area meeting habits. AB said public transport might be more restrictive on Sunday. **Ongoing**

Added May 2015

13. HGS / All – to amend constitution to reflect 2014 and 2015 NAGM changes and decisions made **Ongoing**. MD has uploaded to a sharable Google Drive. This is still a sizeable job.
14. NTAC to be in charge of researching collaborative software with a view to amending constitutions **Done** (see 13)
15. MAC / NFO to sort out Barkingside finance – when they closed they wanted their funds to go to the WASH Committee. NG phoned Hazel Bunker but not got through yet. Andy Campbell does not know who the signatories are. **Ongoing** but NG does not want this action to remain for long
16. Area Chairmen – Each Area to produce a list of Area HLMs (numbers not names) to aid calculation of Area Levy. Needed by NAGM **Ongoing**

Added Nov 2015

17. NFO to inquire to the Insurance Company regarding whether volunteer organisers are covered. FW believes we are, because as volunteers we are *de facto* employees. NG agreed.
Done

18. All involved with SADY Bank Account: James Oliver still has the signatory form to complete
Dropped FW has given JO the signatory form but it appears this has not yet been completed.

Actions added via NAGM Feb 2016

All dealt with at today's meeting

Actions added Jun 2016

19. EK to send MD the word document versions of constitutions and standing orders **Done**
20. NG to ask Katie Hawkins whether to report a 15 month year or a 3 month interim **Ongoing**
MD and NG were part of an email debate about this
21. FW to email JR all his data relating to Adwords **Done**
22. FW / JR / EK / JS / AR: to come up with venues and proposals for the 2 day Guide to Plus event, for the next NEC meeting. **Discuss later today, now Complete.**
23. Erica to approach Paul Catterwell re: non members at WASH, that non members were OK for this year as it's the 75th Anniversary year, but not in general. **Done** AB says he knows that the non-members that do come to WASH at least are equal to members who do not choose to come to WASH because of non members being there. FW – we can only advise the WASH Committee, we cannot order them. Would also need to ensure that their Risk Assessment caters for non members. AB says just make them become members on the spot, value for money.
24. James Oliver – to get the Treasurer's Trophy from Corinna Teale **Done**

4.4 Matters arising thereon All
Discussed under Finances.

5 Officers reports (No verbal report will be taken) All

AB asked if we can drop the "no verbal reports" ... from the agenda item but FW objected.

Chair – No formal report as nothing to say!

HGS – No report.

ASEA written report. MD asks about West Kent's finances. West Kent now have a committee despite the previous main members having ill health. FW asks Martin to keep an eye in case West Kent suddenly 'vapourises' – as has happened in the past. FW again mentioned the very high Area net worth and it should really be used to benefit the members rather than sitting static. MP – we do spend the money, we have a publicity fund and groups do use it.

NTAC written report. There was small disparity between the report MD read out and that which was emailed, chiefly MD said the membership was 118 (121 was written), MD said net worth was £3800 (£4321.82 was

written) balance was £4881 (£4778.71 written). Quiz likely early December. Groups generally strong. FW asks about the Area Development fund. MD replies this fund has helped new groups in the past. FW – are you prepared to give £100+ to a new group that has done the feasibility study etc. MD – Yes. FW what are the constraints? MD – approval by the Area Committee. FW is pleased by this and hopes MD can make this clear to his Area.

NEC Admin – A written report from Ian.

Defer the other reports until the relevant people arrive.

NFO – Under Finances.

SAA Written report. Some membership renewals were discussed. NR is chasing some Oxford attendees that are not converting to members.

MA FW – area decided to launch a website, cost £200 / £250. “Not boring farts”! JS said there is talk of a MA holiday event. NR says why cannot MA submit a written report like everyone else. AB says we must have the numbers if nothing else (financial / insurance needs). FW will endeavour to remind Adam Redshaw to submit a written report.

The reports were carried unanimously

6 Finances

EK asked if NG had had a proper handover from James Oliver. NG – went through accounts, assumed audited but does not know the timescales for putting together the balance sheet etc. Balance sheets are fluid. Does not have info about levies. NG does not really need to discuss with James. Just needs to know how / when Areas pay their levies. EK what sort of money have we got. NG questioned the use of “asset” rather than “creditor”. Our reserves are about 19K plus arguably the 1K AB has put as deposit for the NAGM. This was as of last Thursday. It seems that Areas have not been invoiced for the levies.

EK asked NG if he had anything else to say. NG – income £716.75 (since last NEC meeting), expenditure just 1 item June 4, £1K. NG spoke to Katie Hawkins re changing the financial year, Katie said you don’t have to amend the Constitution because you can do a budget when you like. MD checked with NG that there would be completed financial statements for the NAGM, even if not audited. If the budget from 6 Apr 2017 to 5 Apr 2018 is put to the NAGM then the delegates can respond. Trophies etc have been passed over. NG needs the banned members’ list.

7 Publicity (excl website)

Chair / All

AB – “get out there and talk to people”

8 National Meeting

Chair / All

8.1 Dates for National Meeting(s)

Saturday 19th November

Then the NAGM – 24-25 Feb.

8.2 NAGM tender 2017

AB has paid £1000 so far, expects break even. Prices the same as last year. We also have full exclusivity of the hotel. Please book through him and not the hotel directly!

Steve and Nicky Rolfe and Nick Grant arrived.

9 Activities Diary

Chair / All

9.1 Diary

9.2 Past Events

9.2.1 Shropshire Walking Weekend

FW said this was successful, 11 booked but 10 attended. Uneventful (in terms of accidents). Extremely positive feedback. FW would like to run it again in 2017 2nd weekend in August. NG questioned that the RA said no first aider present. FW says it depends on the nature of the event. NG wanted to make sure FW was covered. NG said the Insurance quote was £288 for the Federation for the year but insisted that a First Aider was present at that event. FW – I find that extraordinary. NG says it's because it's an organised weekend. FW's RA was based on nearness to emergency help and people having mobiles that could call it. AB thinks the hostel used would have a First Aider. FW said no. FW thinks this area needs to be made clear with Insurer – mitigating factors. NG said the Insurer said an organised weekend would need a first aider [to avoid a higher premium]. FW would be willing to be trained as a first aider. NG took an **action** as to what level of first aid qualification would be required. AB advocated the cheap route into Training courses that Plus used to offer, such as Food Hygiene. There was a general discussion about past events / training / first aid.

9.3 Upcoming events

9.3.1 Scalextrics weekend (3rd September) Kings Lynn.

9.3.2 WASH

Payments need to be in by 7th September.

9.3.3 Plus Weekend for New Guide

FW – has been researching venues. Not found anything under budget yet, partly due to addition of VAT. Eg Loughborough University £3,280 for a weekend in April. YHA in Derbyshire £1,687 (based on 23 attending incl. food and B&B for organisers on Friday evening). NG – ask members to pay more. NG worries that there is a risk of non-contributors going and that would waste money. AB thinks we should not be unduly exclusive. NG and NR think this hotel could be used as a venue. NG observed the motion mandated the NEC for a 2 day event. FW said Gerry Edwards suggested making it part of the NAGM weekend. Several worried about the costs of the event and that some members would not use it to its full potential.

There was a lengthy debate as to following the mandate to the letter (2 day event) vs responding to adverse costs and venue problems as outlined by FW and seeking an alternative.

Martin proposed a **Motion** that we do the event on the Sunday of the NAGM. Seconded by NR. Voted Unanimously.

Therefore, it was decided to use the Sunday after the NAGM for this New Guide event.

The importance of having a good editorial team for this event was noted.

AB immediately booked this room for the Sunday after the NAGM and said there was no other room. The room is free but AB has ordered a buffet to satisfy honour.

9.3.4 National Spring Holiday / Cornwall weekend

AB – problems with the phone line for Haven. Better luck with email. Can I book for 50 places? Price works out at £86.70 * 10 * 5 = £4335 total. This is early July 2017, first full weekend. NR – Paul Catterwell said Cornwall was far too far for them. NG – does AB need a committee? FW – Not as such, but AB needs to submit a budget in case he becomes indisposed. Discussion about whether this budget would come from the Spring Holiday bank account. FW suggested an **Action** for AB and NG and whoever else as appropriate to become signatories on the account used for the Cornwall holiday. NG said he is not a signatory on any account! NG will sort that out [Ian: added as **Action**]. AB happy for NG to be on the committee for the Cornwall / Spring holiday account.

AB later gave NG a breakdown of last year's Cornwall trip. Problems getting it booked. Also too far for some people. EK asks about more local Havens and AB said there were. South Coast, North Wales...

AB can pay initial deposit for around £800, money can then be transferred to him. Then needs to pay the remainder in two equal instalments every 2-3 months. He received around 80% of the income around the time of

the final payment. Entertainment is a lottery as not decided by the venue until much nearer the time. Booking deadline around 2-3 months before the holiday. Deposit around £20 this side of the NAGM, but wait until he has booked it. He wants to tie up the booking this month.

10 Any Other Business

Chair

Erica went back and covered the parts that were not possible before some of the attendees had arrived.

NR said JO had emailed her asking Leo Glover re: an outstanding £150 payment, but the actual amount is voided by decisions made at the NAGM and lapse of Jeff's 2015 motion.

11 Date, time and Venue of Next Meeting

HGS

Sat 19th Nov, at this venue

Consider moving venues in future

12 Close Meeting

Chair

Erica closed the meeting at 14.00