

## Norfolk Young Walkers Group - Committee

19 May 2010

Chairman: Richard May (RM)

Minutes: Amy Stanbrook (AS)

Attendees: Graham Finlayson (GF), Ian Hardicker (IH), David Lees (DL), Paula Stone (PS)

No	Agenda Item	Agreed Actions (and member responsible)
<b>1</b>	<b>Welcome by the Chairman</b>	
	RM welcomed the attendees to the meeting.	None
<b>2</b>	<b>Apologies</b>	
	RM noted that apologies were given by Silje Hovstad.	None
<b>3</b>	<b>Minutes of previous AGM</b>	
	RM asked the group to provide any comment on the minutes of the last committee meeting (held on 26 May 2009).  RM signed the minutes as an accurate record of proceedings.	None
<b>4</b>	<b>Matters arising</b>	
	GF queried need for petty cash, and RM agreed that there was no current need for petty cash.	None
<b>5</b>	<b>Minutes of 2010 AGM</b>	
	RM provided copies of minutes from this year's AGM for the group to consider but no formal comment was made.	None
<b>6</b>	<b>Matters arising</b>	
	No significant areas of progress to report since the AGM in April.	None

<p><b>7</b></p>	<p><b>Committee member roles/workflow</b></p> <p><b>Walks Secretary –</b></p> <p>IH noted that the next walk programme for August to October 2010 needs to be provisionally prepared by 19 June. RM clarified that there is flexibility over this deadline.</p> <p><b>Ordinary member –</b></p> <p>PS asked for clarification regarding responsibilities of role.</p> <p><b>Combined Secretary –</b></p> <p>The group agreed it would sensible to have a specific revised website page on the membership process, and for a new e-mail to be set up that will be used on the front page of the website.</p> <p>AS queried how information could be obtained about names of current NYWG Ramblers (to start membership list, which will be kept by AS and shared with Committee members only).</p> <p>The group agreed that AS would encourage new group members to sign up to the forum, and explain how group membership works. AS would then notify IH re: paid-up members with a view to developing more walk leaders. IH would progress this with interested group members.</p>	<p>Committee to meet in later June to review planned programme.</p> <p>Committee members to ask PS to assist.</p> <p>RM to set up new e-mail addresses, and DL to amend website.</p> <p>RM to send through current list to AS.</p> <p>AS to take queries and start up membership list.</p>
<p><b>8</b></p>	<p><b>Walk report form</b></p> <p>RM presented a draft format for the new walk leader's report form.</p> <p>Group members suggested it would be helpful if this form could be downloaded from the NYWG site (in Microsoft Word), and for it be amended to include walk location and length.</p> <p>The form would be used by walk leaders and e-mailed or sent by post to AS (who will collate information).</p>	<p>RM to amend draft form, and send to AS.</p> <p>AS to contact walk leaders with new form when received</p>

	AS & DL added that they have created a new map to add to the NYWG website that plot all previous walks since 2007 and could be used to help new walk leads.	from RM.  AS/DL to continue with, and publish map on site.
<b>9</b>	<b>Group logo</b>	
	DL presented seven options for a new group logo (for Hike Norfolk - decision allowing).  The group discussion and agreed the introduction of a new logo if the group name receives area approval on 10 July.	DL to amend website.
<b>10</b>	<b>Website</b>	
	DL queried whether a new domain name had been set up to support the re-branding of the group to Hike Norfolk.  The group discussed the current website and agreed the following page amendments/additions:  <b>Front Page:</b> text to be amended to say 'younger ramblers in their 30s and 40s'.  <b>Committee:</b> AS & DL to set up new committee page which will set out roles and brief responsibilities, and contact details through forum.  <b>Forum header:</b> DL requested that amendment be made to the forum header bar, and online calendar set-up.  <b>Walking Pages:</b> IH to prepare draft for new pages that set out how to lead a walk and send to committee members for comment,  Group members also discussed the suggestion of a map-reading course, and it was agreed to be useful. RM suggested that this could be run prior to an event.  GF suggested that Google docs could be used to share information rather than sending by e-mail.	RM to reserve domain name.  DL to amend front page.  AS/DL to set up new page.  RM to amend forum header bar/calendar set-up.  IH to prepare draft.  GF to investigate further.

