

## **Bearsden and Milngavie Remblers and Hillwalkers Minutes of Committee Meeting held on Thursday, 30 August 2018**

### **Present:**

Jenny Kane (Chairman), Phil McElroy (Secretary), Moira Allan (Treasurer), Fiona Taylor, Peter Allan, Thea Stanton, Karine Davison, Imogen Johnstone, Hazel Miller, Fiona Denman, Dave Clark, Peter Bartos, Janette Swanson (Minute Secretary).

1. **Apologies** were received from Sheila Crawford and Anne Maxwell.
2. **Minutes of Committee Meeting held on Monday, June 4, 2018** - were accepted and agreed.
3. **Matters Arising** - there were no matters arising.
4. **Reports as circulated and attached:**
  - **Treasurer's Report** - Possible Shortfall - after discussion the Committee **agreed** that £100 should be transferred from No 2 account to cover any further shortfall. It was also **agreed** to keep the bus cost per member for next year at £10. The Treasurer advised that there was likely to be a charge of 30p for each cheque cleared through London Finance. This was to try and encourage the use of electronic banking however, as previously discussed with the Committee, this could lead to a number of complications within the Group's administration in respect of buses and social events. Graham Duncan has agreed to continue to audit the Group's accounts.
  - **Programme Editor's Report** - Work on the new Programme needs to be started at the beginning of October, and the new Walk Programme Co-ordinator does not take over until the AGM in November, the present Walk Programme Co-ordinator has **agreed** to carry on until the handover.
  - **Social Convenor's Report - Update** - the number of members for the CRM's The Lighthouse on 25 September, is now up to 11.
  - **Librarian's Report** - due to further donations, a new list of books and maps will be put of the web page.
5. **AGM 2018** - Two nomination forms for the vacant posts on the Committee have been received. However, it was **agreed** to put a note on Breaking News that we are urgently seeking nominations for a Chairman. The Speaker at the AGM will be Sue Swinson, and Peter Bartos has agreed to arrange for a projector to be available. The Secretary will ensure that copies of last year's AGM Minutes and Agenda will be available. A number of the Committee have agreed to provide home baking.
6. **Last minute changes on Breaking News/Parking Charges** - Argyll and Bute are raising their parking charges at their Arrochar car park from £1 to £9, and at Luss car parking will be £1 per hour. Leaders organising walks in these areas should be aware that these charges are being strictly adhered to as from 27 August 2018. There are also total parking restrictions on side roads. There have been three walk changes recently. It has to be stressed that any changes being made to the Walk Programme must go on Breaking News, **as soon as is possible**. The Walks Co-ordinator has **agreed** to email all Leaders that any changes to their walks must go onto Breaking News. If the Webmaster is not available there are three others who can make these changes, and Leaders will be advised of them.

7. **30th Anniversary celebration update** - everything is in place. The Treasurer will make a cheque available for the Caterers. Bookings open on 1 September 2018 and a good response is hoped for.

8. **Foreign holiday update.** There are now 34 members going to the Algarve. All arrangements are in hand. Walk leaders have been given relevant information. There will be 10 walks over 5 walking days with one rest day. In respect of the trip to Norway planned for 20-27 June 2019 the hotel contract has been signed for 34 rooms. Information on the holiday is in the present Programme. Booking forms can be downloaded from the website and bookings are open from 1 October 2018. The Walk Magazine is looking for ideas for a check list for weekend outings and the Holiday Coordinator will make further enquiries and come back to the Committee regarding this.

9. **AOCB.** Further to an email from CPS Research, the Committee **agreed** to ask for a supply of leaflets which would be available at the AGM for members who are interested in this research project. A short discussion took place regarding advertising and encouraging new members. The Chairman then thanked those leaving the Committee, and the Minute Secretary, for their hard work during their time in office.

10. **Date of next meeting.** The next Committee meeting will be held on **Monday, 12 November 2018, at 7.00-8.45pm in the Waitrose Meeting Room.**

## **Reports for Committee meeting August 30<sup>th</sup> 2018**

### **Chairman's Report**

Volunteer Details of walk leaders in the winter programme have been collected and filed.

Thanks to Moira for her assistance with this.

I have countersigned contract with Venabu Fjellhotel in Norway and returned paperwork .

Copies to be given to Moira Allen and Peter Bartos.

**Jenny Kane**

**20th August 2018**

### **Treasurer's Report**

#### **No 1 a/c – Main Account**

Balance at 15/8/18 - £954.29. The balance includes £740 from Area for training leaving a balance of £214.29 for the rest of the financial year. However, the first Area payment each year is not usually received until early/mid-November meaning we may fall short of funds during that period. The final Area payment of £357 is included in the above figure. Income due in next 4 weeks which would add on to our working balance - £50 from Ramblers Advertisement. Outgoings – Recce Expenses £569.35, \*Web costs £259.89, AGM costs £74.73, \*\*Programme costs £819.20, Meetings £48.08. A further £6.34 is due out for September web costs and the only other anticipated expenditure will be for recce expenses.

\*This includes monthly costs of £76.08, Annual domain payment £23.98 and Biennial Domain renewal £159.83. \*\*This comprises programme printing £401.50, stamps £405.20 and photocopying £12.50.

#### **No 2 Self-Funded Account**

Balance at 15/8/18 - £3441.39. This includes Algarve deposits of £1405.98 and a surplus of £62.90 from Braemar. Donations of recce expenses of £151.05 received. All bus payments have been made but there are still some receipts due for the Falkland bus, around £30. Expenses for the Treasure Hunt are still to be paid – amount not known yet. Other expenditure due is approximately £80 plus the agreed minimum donation of £200 towards the anniversary ceilidh. Taking holiday deposits in to account and other sums due in and out, the balance of the account is approximately £1700 (I have allowed £70 for treasure hunt and £200 for ceilidh). This still leaves a surplus of about £200.

#### **Points to discuss**

1. Possible shortfall on Main a/c
2. 30th anniversary donation – possible increase

Other Information – Area advised that they had surplus funds and our group applied for some of this to allow both navigation and first aid training for our group. We applied for a total of £930 and it was agreed we would receive £900 with a further £50 available should we need it. The first aid course has been booked with St Andrew's First Aid on 16 October and the navigation course will be run by Sue Swinson and Fiona Taylor on 29 November. The venue for each has been booked at Mugdock Country Park Osprey training room at a cost of £80 each (including tea and coffee). Both courses are currently full.

**Moira Allan**

**15/8/2018**

### **Secretary's report for meeting on August 30<sup>th</sup>, 2018**

North Strathclyde Area AGM will be held on Saturday, January, 26<sup>th</sup>, 2019 in the main hall, Coatbridge, followed by a short walk. The Notice and Agenda will be sent to all members in December. Although the Committee agreed that not many of our Group actually attend the Area AGM, the Walks Programme Co-ordinator has been notified and as requested by the Area Secretary, has been encouraged NOT to include a walk on this day.

After an incident in which one of our walkers noticed 5 ticks on her legs, she had great difficulty contacting the other walkers as the register had been destroyed. The secretary contacted the data protection officer to ask about the correct procedure, as although the new walk register has a column for members' mobile numbers, it also has a note to say that it should be shredded after the walk. However, paragraph 5.9 in the GDPR Guidance for all Ramblers Volunteers states that the walk register should be destroyed one month after a walk!

This is a copy of his answer. We have asked for paper based walk registers to be destroyed to ensure the security of the personal data stored on these registers. However there is nothing that stops the transfer of the information on this register to a more secure file, spreadsheet or database. All walkers must be informed of why the data is being collected, what it will be used for and how long it will be stored for

The Secretary also mentioned the fact that the membership secretary was on holiday, so we were unable to access contact information via the membership database. This is his reply:

In the absence of the membership secretary, there is no reason why you cannot have access to this spreadsheet as it contains the contact details of your members and non-members as recorded on the walks register. As the secretary of the group, you should have use for this information while carrying out your activities. The important thing here is to ensure there is control over who has access to this database. Above all GDPR expects that the minimum amount of data is collected for reasons explained to the walkers and stored for no longer than necessary.

**Phil McElroy**

**23/8/2018**

### **Programme Editor's Report for Committee Meeting 30 August 2018**

The Autumn programme was posted out on 12 August in good time, to let members know that the booking for the Anniversary Ceilidh opens on 1 September.

One again there were an additional 4 pages in the programme. Primarily this was to allow inclusion of the AGM notice and tear off nomination forms to be in the programme itself, as it is actually cheaper than a separate insert.

The final details for the group holiday to Norway in 2019 have been provided as an insert, but to save paper, both from the wastage and cost viewpoints, the booking form has been placed on the website for participants to print off.

The new guidance on the walk gradings has been included in this programme, along with several other useful pieces of information, while there were an extra two pages to fill.

Thanks go to our Walk Programme Co-ordinator for getting all the walk details in promptly, to meet the early deadline.

**Fiona Taylor**

**13 August 2018**

### **Membership and Mailing Report August, 2018.**

#### **NUMBERS**

As of 31st July, there are 304 members. During July, 2 members joined, 1 left, and 4 lapsed (>3 months overdue subscription).

**MAILING**  
The September to December programmes were posted on 12 August (241 copies). Thanks to Dave and Fiona and to those involved in preparing the insert for the proposed holiday in Norway. 12 copies of the May to August programmes will be shredded at the end of August and there are 24 copies of the new programme to hand. There are 82 stamps to hand.

Currently, there is no paper copy for potential Members to fill in. They are being advised to join either on line or over the phone. No other GDPR issues have arisen, but the desirability of someone having a copy of the Membership List in case I am unavailable for more than 2 days should be considered. More than 1 deputy may be needed in case of group holidays etc.

**Hazel Miller**

**20/08/2018**

### **Report from the coordinator of the walking holidays abroad:**

Booking is full - 37 participants, (14 dbl/twin and 9 sgl rooms) in Hotel Burgau in Burgau.

All arrangements (namely Faro transfers, local transport, programme of walks) are in hand.

2. Norway 20th - 27th June 2019

Hotel (Venabu Fjallhotell) contract has been negotiated and signed - 34 participants.

Information sheet has been distributed with the Autumn programme of walks.

Booking forms are downloadable from our website. The booking will open on 1st October 2018.

### **PB Aug 2018**

#### **Social Convenor's Report**

June's event was the tour of Holmwood House on Mon 11th June. Small group of 8 enthusiasts enjoyed an informative tour of the lovely building and beautiful gardens. Thanks to Phil for arranging this visit.

July's event was a self guided tour of the Royal Yacht Britannia on Monday 2nd July. This was an

excellent tour and a thoroughly enjoyable Day in Edinburgh was had by the 12 who attended.

The Treasure Hunt on Monday August 20th was extremely successful with 6 teams out of a max 7 participating. Hotly contested to see who could acquire the correct answer code and in the fastest time, the winners were Team 4 consisting of Peter and Moira Allan, Thea Stanton, Madeleine Blackley and Euan Kilpatrick. A fun night and one that we will definitely consider doing again in the future. Thanks to Fiona T for arranging it.

September event on Tues 25th September. Guided tour of CRM's The Lighthouse. To date 6 people have signed up.

**Sheila Crawford**

**23/8/2018**

**Area Representative**

At minute nothing to report from N. Strathclyde - next meeting is Sat 1st Sept.

**Karine Davison**

**13/8/2018**

**Librarian's Report**

A number of Maps and Books have been donated to the Club Library recently. I will bring details to the meeting as the information runs to two pages of new and updated books and maps. Some time soon the web pages will be updated to include the new items.

**Peter Allan**

**18/8/2018**

**Access Officer**-nothing to report

**Webmaster**-nothing to report

**Walks Programme co-ordinator**-nothing to report