

LONG DISTANCE WALKERS ASSOCIATION
DORSET GROUP
COMMITTEE MEETING

Committee Meeting, online, Thursday 10 September 2020 7.00 pm

This meeting was for the purpose of discussing and planning the AGM to be held 8 Nov 2020.

Committee Members present:

Chris Pitt (CP) (Chair)
Robert Powell (RP) (Treasurer)
Pat Clifton (PC) (Group Secretary)
Anne Brown (AB) (Walks Secretary)
Martin Callow (MC)
Ian Brown (IB)
Richard Lang (RL)

1. Chairman's welcome

CP welcomed everyone to the meeting and confirmed the purpose of the meeting.

2. Apologies for absence

There were no apologies, all committee members were present.

3. Treasurer's report

RP summarised the written report, which he had sent to committee members prior to the meeting. It contained the following information:

- I. The Group bank account statement for the period ending 21 August 2020 shows a balance of £10,907.39. Having regard to cheques uncashed at that date, cheques written since and taking account of income received since, the bank account balance as of 7 September was £10,864.47.

The group currently has no retention held by SiEntries Ltd for refunds to entrants on any Dorset LDWA challenge event. Therefore, the total cash assets of the group as of 7 September are as stated above.

- II. The outturn for the cancelled Dorset Duddle 2020, which was due to be held on 23 August, is as follows:

Total income:	£1,363.00
Total expenses:	£788.40
Event Surplus	£574.60

RP asked the committee to confirm a donation of £574.60 to the LDWA IT Fund and this was agreed.

- III. Following the decision to cancel the hire of The Fox at Ansty for the AGM, an email giving three months' notice of cancellation was sent on 7 August, requesting a refund, within 14 days, of the £150 deposit that had been paid on 13 February. The bank statement for the period ending 21 August did not reflect the requested refund, as it seems the pub had not registered the cancellation. On being reminded of the situation, RP received an email offering apologies and stating that the matter would be passed over to their office, to sort out the refund. RP will check that the refund has been made when he receives the bank statement for the period ending 21 September.

Action: RP

- IV. In 2017 the AGM passed motions that each had a direct financial implication, as part of a strategy to reduce the group's surplus funding, whilst retaining £6,000 for liabilities in the event of a cancelled challenge event. With three years having elapsed, the committee is mandated to report to this year's AGM giving an update on the financial implications of those motions and to recommend a further course of action. See details below:
- a) *The purchase of a sail banner at an approximate cost of £160. The committee confirmed the intention to purchase this, once the outcome of a new group logo is known.*
- b) *For an event or party in 2018 to celebrate the 25th anniversary of the first Group walk at an approximate cost of £1,500. Net expenditure amounted to £1,052.23.*
- c) *To provide all entrants and marshals who participate in both Group challenge walks in 2018 with a free buff in recognition of the Group's 25th Anniversary, at an approximate cost of £590. The expenditure incurred was £529.74.*
- d) *Grant of a per capita subsidy towards breakfast for participants in a summer or winter solstice walk, subject to a maximum of £150 per solstice event. £95.34 was spent on the 2019 winter solstice. No expenditure incurred in respect of the 2020 summer solstice, as the event was cancelled. The cumulative total spent in respect of the five solstice events, over the three years, amounted to £369.89.*
- e) *Grant to subsidise a summer barbecue, subject to a maximum of £150 per annum. Only one event took place at a cost of £141.69.*
- f) *Grant of a provision of £3,000 to reimburse members for all reasonable out of pocket costs (excluding time) incurred in supporting Dorset Group*

challenge or marshal events. Allowable costs shall include travel to determine if premises are appropriate for a group challenge walk or for the purpose of writing and checking the route for a challenge walk. Expenditure shall be monitored by the committee and the committee shall review the scheme as these funds become exhausted, or at any other time at its discretion. Expenditure of £61.16 will be incurred in the year ended 30 September 2020. The cumulative total spent in respect of the past three financial years amounted to £1,065.40.

g) Grant of a provision of £1,000 to reimburse members reasonable expenses when supporting checkpoints on LDWA events not organised by the Dorset Group. Events qualifying for reimbursement shall be pre-approved by the committee. The contribution from Dorset Group funds shall have regard to any donation received from another group. Expenditure shall be monitored by the committee and the committee shall review the scheme as these funds become exhausted, or at any other time at its discretion. No expenditure was incurred in the year ended 30 September 2020. The cumulative net total spent in respect of the past three financial years amounted to £446.33.

The 2017 AGM was informed that the above motions amounted to a liability of £7,600 over the following three years. The actual total spent in these three years, on all the above motions, amounted to £3,605.28, albeit that the mix of expenditure between the various motions varied somewhat.

- V. The year-end cash assets of the Group as of 30 September 2017 amounted to £13,636 and compares with an estimated year end for 30 September 2020 of £10,268 (or £10,418 if the AGM deposit refund is received).

The treasurer's report then went on to discuss possible motions to be put to the AGM 2020 with regard to items a) to g) in paragraph IV. of the report (as detailed above). No further motions were deemed necessary for items a) to c). RP had drafted a number of motions regarding the rest and there was some discussion of these. It was agreed to consider them further at the next committee meeting.

4. Possibilities for the AGM to be held as a physical meeting

With the recent change in legislation, restricting groups meeting up to no more than six individuals, the committee agreed there was little possibility of having the AGM as a physical meeting.

5. Possibilities for the AGM to be arranged as an online meeting

- Which platform to use

There was some discussion with regard to whether Microsoft Teams or Zoom would be most convenient to use for the AGM. CP agreed to find out the cost of a Zoom subscription, which would allow a meeting to continue for more than 40 minutes and have a facility for voting to take place.

Action: CP

- Facilitation of members to join the meeting

As all members may not be familiar with using internet meeting platforms, CP said he would arrange a test run, shortly before the AGM. It was agreed that an email would be sent to all members to give them details of the date and time, along with a link to the meeting.

The committee recognised that it will be necessary to record who is joining the AGM via Zoom and to check that they are primary members of the group. A method for doing this has yet to be devised and will be discussed at the next committee meeting.

- Arrangements for questions and discussions

CP said he would explain the etiquette for the meeting to members joining the AGM via Zoom, at the start.

- Voting

There is a facility for this on Zoom. The committee agreed to try this out at their next meeting (2 Oct 2020).

6. Decision on the format of the AGM

For the reason given in 4. above it was agreed to hold the AGM online.

7. Nominations

There was some discussion regarding the position of Group Chair, as CP has served four terms in this post and under the group constitution should not continue. It was agreed to make no nomination for this office and invite contributions from the membership.

PC agreed to send out, as soon as possible, an email containing details of the AGM and inviting nominations and motions to be submitted by the membership.

Action: PC

Members of the committee then made the following nominations:

Officers:

- Group Secretary - Pat Clifton (Proposed: Anne Brown; Seconded: Robert Powell)
- Treasurer - Robert Powell (Proposed: Chris Pitt; Seconded: Pat Clifton)
- Walks Secretary - Anne Brown (Proposed: Ian Brown; Seconded: Martin Callow)

- Events Secretary - Richard Lang (Proposed: Martin Callow; Seconded: Pat Clifton)

Other committee members:

- Martin Callow (Proposed: Patricia Dashwood; Seconded: Keith Nicholson)
- Ian Brown (Proposed: Martin Callow; Seconded: Robert Powell)

8. Motions

- Deadline for submissions

This was agreed to be the same as for nominations, which is 4 weeks before the AGM.

Possible motions from committee members were discussed briefly. It was agreed to discuss a motion regarding the raising of funds to contribute to the national IT fund at the next committee meeting. CP stated that he would prefer to have a levy on challenge events for this purpose, rather than contribute a lump sum from group funds. AB raised the possibility of a motion regarding adoption by the group of the Dogs Policy, but this was considered unnecessary, as it has been adopted by the NEC and therefore applies to all groups. It was agreed that dog owners will need to confirm they have suitable insurance for their dogs.

9. AOB

- The system of voting to decide on the new group logo was discussed briefly. It was decided to allow members two votes, one for each of their first and second choices.
- RP said that the Ramblers had confirmed that their walks would be exempt from the new “rule of six” and expressed the hope that this would also apply to the LDWA.

10. Date and format of next committee meeting 2 Oct 2020

This was confirmed to be online at 7 pm 2 Oct 2020. CP agreed to send a Zoom link to other the committee members.

Diary of Events

2 Oct 2020 Committee meeting (online)

8 Nov 2020 Group AGM (online)

21 Mar 2021 Cerne Giant

17-18 Apr 2021 Wellington Boot (Dorset Group running a checkpoint)

22 Aug 2021 Dorset Duddle