

# COMMITTEE MEETING MINUTES

## OXFORD UNIVERSITY WALKING CLUB

TT 2019, W0, Thursday 25/04/2019 7pm, University Club

### 1. Apologies for absence

- a. George, Clare, Mike,

### 2. Absence: Jelena, Jessica,

### 3. Welcome to the committee

- a. Jessica Dean, Jelena Sucevic, Clare Ballantyne, Roshini Balasooriya
- b. Training Officer (Roshini)
  - i. handover introduction with Chris ongoing
  - ii. looking for terms of reference - **Martin** to help
  - iii. access to drive - **Charles** (see email 'Drive Access' from 02/04/2019 12:54)
- c. Webmaster (Clare)
  - i. initial meeting with Charles has happened
  - ii. ready to update website once content made available

### 4. Matters arising from previous meetings

- a. Maps – Protecting from leaks and dealing with old ones; decided to postpone until Mike gets back - **Mike** please prepare for next committee meeting
- b. Website updates - **Clare**, please get help from **Charles** where needed and ask other committee members for input; suggestions below are from Martin
  - i. separate membership form (<http://ouwc.org/info-for-members/membership-form/>) - **Charles** please help with this
  - ii. membership page (<http://ouwc.org/info-for-members/membership/>) needs updating
    - 1. update membership fees following last TGM
    - 2. check benefits with membership secretary - **Jelena (George)**
    - 3. joining/renewal should reflect separation of trip ballott and membership sign ups
    - 4. alumni page - integrate with main web page and update - get input from **Jessica**
  - iii. committee page with short bios - **Jelena, Jessica, Roshini** please send a few lines about yourselves to Clare
  - iv. meeting minutes should be linked on this page (<http://ouwc.org/about-us/club-documents/#minutes>); maybe there's a way to automatically read from google drive folder where we keep them
  - v. privacy statement - this urgently requires updating following our discussion in MT and HT (<http://ouwc.org/privacy-statement/>) - **Charles and Martin** have required information
  - vi. allocation of trips needs updating with new payment policy (see last HT protocol) <http://ouwc.org/allocation/>
  - vii. update page with trips (<http://ouwc.org/minibus-day-trips/>) with this information (<https://docs.google.com/spreadsheets/d/1zeU9IF6ByZCGhU-ZOILJAUkWBveOkxza5Ys1YUAsKZM/edit#gid=0>)

- viii. free cake page (<http://ouwc.org/other-events/free-tea/>) see information below
- ix. first aid page (<http://ouwc.org/2019/02/outdoor-first-aid-course-2-days-2/>) update page to say that the club runs a training once a year; other training is available via sports fed or the bmc; our training officer will be able to help with more information
- x. TGM (<http://ouwc.org/other-events/tgm/>) this will be Wednesday of 8th week (June 19th); more details to follow
- xi. payments page (<http://ouwc.org/payments/>) needs to reflect current practices and latest changes - **Tom** will be able to provide input
- xii. get involved (<http://ouwc.org/get-involved/>) - **Roshini** and **Clare** please work through these pages and make sure they are up to date; some content could be revamped
- xiii. new logo - add this as favicon, in the banner, and wherever else the old one is being used
- c. Logo - new logo introduced (thanks, Holly)
  - i. please make last changes and upload all files - **Holly** <https://drive.google.com/drive/u/1/folders/1pzilQcTe6ZZYAKMasczNlNzoC4Ot9Mb>
- d. Stash – Holly has agreed to handle this
  - i. T-Shirts and fleece from regatta through 3rd party; the design is likely to be Oxford blue with logo and name on the chest
  - ii. distribute them during ceilidh of Sunday 4th week
  - iii. **Holly** will order a sample of the design

## 5. Approval of new leaders

- i. George Buckley - Level 3A - Yes
- ii. Jelena Sucevic - Level 3A - Yes
- iii. Rosa Stolper - Level 1 - Yes
- iv. Stanislav Kikot - Level 3A - Yes
- v. Xuefei Yao - Level 3 - Yes

- 1. Need to get more (updated) paperwork

Related point: feedback process for leaders to be established; a particular focus should be on progression of level 1 and level 3a leaders - **Chris/Roshini** please work out how to make that happen and add it to your terms of reference

## 6. Trips this term

- a. first two trips cancelled due to lack of drivers: <https://docs.google.com/spreadsheets/d/1zeU9lF6ByZCGhU-ZOIJAUkWBveOkxza5Ys1YUAsKZM/edit#gid=0>
- b. line up of trips looks great otherwise

## 7. Free Cake

- a. Thursday 1st week, 7pm, at Teddy Hall - **ALL** please join us
- b. room booking for Teddy Hall - **Tom** to confirm with college
- c. informing trip organisers to be prepared and to show up 20 minutes earlier for a trip organising briefing (Chris please join the briefing if possible) - **Chris**
- d. separate email for orga and announcing the event - **Martin**
- e. ballot and membership forms to be ready for Friday week 1 - **Charles, Clare**
  - i. also include option to be added to training lists (drivers, leaders)

## 8. Officer's reports

- a. President

- i. Keen Oxford (email) - committee decided not to engage with them as walking is not suitable for their demands (short 15 min sport sessions)
- ii. End of year pack - coming up soon and requires full reporting to SportsFed
- b. Secretary
  - i. minibus driver responsibility - 1 minibus test booked so far this term and further irons in the fire
  - ii. decision to move recruitment and training of drivers to Training Officer role - **George, Roshini** please update your terms of reference
- c. Treasurer
  - i. discussion on what to include in development grant application (deadline Friday 0th week)
    - 1. 7 tents
    - 2. thermorests
    - 3. first aid kit - needs to be replaced
    - 4. stand up banner -- **Martin**: it's just £30-70 quit for the roll-up banner
  - ii. getting some Osprey rucksacks for free - **Mike**, Tom will be in touch in due time
- d. T & S - nothing to report further
- e. Webmaster - please see above
- f. IT Officer
  - i. distribution lists - please use recent committee mail outs to make sure all committee members are added to the distribution list - **Charles**, please let Martin know once that's done
- g. Quartermaster - need new med kits
- h. Training Officer
- i. Archivist
  - i. still need more local walks but expect more volunteers to come through soon enough
  - ii. May 18th joined local walk with Cambridge Rambling Club
- j. Alumni secretary
- k. Membership Secretary
  - i. Outgoing – George has been working on the various lists and reporting to the BMC and Sports Fed will be finished soon (i.e. after his exams next week!)
  - ii. This should also sort out the issue with people not receiving their BMC membership numbers
  - iii. Is there any way to streamline the ballot / membership sign up system so that people's details go directly into the BMC compatible spreadsheet? - if these lists are identical then yes; previously Martin found this separation easier to keep track of the different reporting cycles
  - iv. Hand over to Jelena – email if unsure about anything or can go through things after next meeting - **Jelena** please follow up with George
- l. Social Secretary
  - i. varsity march - in cooperation with the exploration club

**9. Ceilidh - Sunday 4th week**

- a. Worcester are unable to host events this term. Any alternative venues?
  - i. exploring other venues: St Aldates Church? - **Holly**

- b. a pub quiz might be a good alternative, also as we struggle to find a suitable separate date for the quiz - **Holly** keeps us posted

**10. AOB**

none