

RAMBLERS ASSOCIATION – WIRRAL GROUP

MINUTES COMMITTEE MEETING HELD 4 JUNE 2018

The Merebrook, Bromborough commencing 19.30hrs

1. Approve Minutes previous meeting held 14 May 2018

Agreed as a true record. Proposed committee member (B), seconded committee member (A)

2.. Matters arising from Minutes

None

3. Officers' Reports

See attached document.

4. Sunday Coach Rambles Handbook/Coach re-routing/cancellation procedure in severe adverse weather conditions

Committee member (A) presented the revised Wirral Ramblers Sunday Coach Rambles Handbook draft version 0.1 for consideration by the committee. It was felt that this document once finalised would be a comprehensive reference book for the Club to keep, covering all aspects of the Sunday coach rambles. The committee commended him for the work he had undertaken on this project.

The committee felt that new walk leaders would benefit from being given a “mini guide” to leading which was to be used in conjunction with the RA walk leaders’ booklet. They would also be encouraged to refer to the complete Sunday Coach Rambles Handbook for any additional information. Committee member (A) was asked to utilise the “Walk Leadership” section of the revised Handbook in the “mini guide” and committee members were asked to liaise with him on this.

All action point 01/06/18

Discussion held on a formalised coach cancellation procedure in severe/adverse weather conditions. Whilst re-routing would always be the preferred option if possible, the committee considered a proposal that if three out of five walk leaders on that day were not happy with leading a party in the conditions the coach would be cancelled in liaison with the Bookings Officer and Treasurer. The committee were in favour of this proposal.

5. General Data Protection Regulation

The Chairman reported to the committee that the consent or non-consent registered by members at RA HQ to receive communications by email, post or telephone must be adhered to.

All email communications that we use within Wirral Ramblers for disseminating information will have an option to “unsubscribe” at the bottom. This will help determine more easily in the short-term members that do not want to receive our Group information this way.

To facilitate compliance with the GDPR regarding the publication of Personal Data (names, email addresses, phone numbers) the Chairman circulated a proposed local consent form for the use of personal data within Wirral Ramblers.

By completing this form members agree that they are happy for the Group to hold the information provided and to use it for circulation within the Group only. Typical use would be for the club programme card and walk leader lists. The Personal Data used would not be transferred to our website. We aim to keep our website Personal Data free, only using it on specific request and with separate consent.

The committee suggested a few amendments to this draft form and the Chairman undertook to incorporate these into a final version which will be circulated to the committee members prior to the July meeting when it will be considered for final approval.

Chairman action 02/06/18

In line with the decision that the website would contain no Personal Data, including names, all future minutes of committee meetings to be circulated on the coach/posted on the website will merely show the committee role of the attendee, e.g. Chairman, and not the individual's name.

Discussion around the difficulty of regulating the use of photography within GDPR. It was agreed that the onus should be on the photographer to be aware of the new regulations and to know the limitations. We can ensure that the regulations are widely circulated to our membership. Members should also be encouraged to let photographers know if they do not wish to have their photograph published.

The Bookings Officer stated a reminder that people taking photographs should be mindful of GDPR was contained in the file circulated on the coach.

The Website Manager highlighted the issue of the information held through the online booking system. It was agreed by the committee that all data be cleared after six months.

6. Update Autumn/Winter social/walks programme

The walks programme for the forthcoming Autumn/Winter programme had been published on the coaches and leaders actively being sought.

The Vice Chairman reported that the social programme for October 2018 – end March 2019 is complete with just some stewarding duties to be finalised.

Final list for the walks and social programme to be given to the General Secretaries at the committee meeting on 2 July 2018.

7. Review Action Log

The log was reviewed, and all items were either complete or on schedule.

8. Any other business

The Chairman had been asked to raise the question of whether the weekly Route Descriptions, which include leaders' names and are currently sent out in a "Word" format, could also be circulated in a "pdf" file. Committee member (A) was happy to facilitate this.

Committee member (C) asked for clarification of the process for electing individuals to the Committee. The Chairman advised that under our current constitution, nominations for Group Officers and Committee members had to be submitted to the Group Secretary, in writing, fourteen days prior to the AGM. A proposer and seconder are required for each nomination. In the event of there being more than one nomination for a post a vote would be held at the AGM. If no nominations have been received for a post, nominations may be taken from the floor at the AGM but nominations for Committee places received by the closing date will be declared elected.

There being no further business the meeting closed at 21.20 hrs.

Confirmation date of future committee meetings and of the AGM 2018

2 July, 3 September, 1 October, 5 November. AGM 29 November

Signed:
Gordon Clarke
Chairman

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Lyn Francis/Alice Cutts
General Secretary

Officers Reports attached