

	Present Suzi Bateman (SB), Terry Cassidy (TC), Geoff Der (GD), Yvonne Flynn (YF), Gareth Morgan (GM), Barry Pottle (BP), Helen Sweeting (HS), Sandra West (SW). Also attending Jim Riddell (JR).
1.	Interim arrangements - chairing Barry Pottle agreed to chair the meeting (whilst remaining unwilling to accept the title of Group Chair).
2.	Apologies Frances Arthur (FA).
3.	<u>Minutes of Committee meeting held on 19th September 2023</u> a - Accuracy as record of meeting - Those present agreed the record was accurate and could be approved and uploaded to the website. b - Matters arising (ACTION points from 19th September Minutes not otherwise on the Agenda) Re Minutes of June Committee meeting ACTIONS - HS to send pdf of final 13th June Minutes to GD and for these to be posted on website – IN PROGRESS. - FA to chase up Ramblers Central re wording to new members re default contact preferences – SW thinks this is DONE since we are now clear that all Glasgow members can receive our Newsletter via email. - ALL in future to remember to nominate a Committee member to inform anyone absent from a meeting if they are allocated any tasks – BP noted that this would apply to any actions allocated to FA during the current meeting. - GD to draft improved wording in respect of Glasgow Group for Ramblers Central website - DONE. - GD to add something on our website current walks page re being able to walk with any other group – GD reported that this might be superseded due to website changes being made by Ramblers Central (see #5.d - IT/website report). - SW to also note this in the October newsletter - DONE. Re # 4 Minutes of Special Committee meeting about persons who are visually impaired or otherwise with disabilities held on 6th September 2023 - HS to send pdf of final 6th September Minutes to GD and for these to be posted on website – IN PROGRESS. - TC to remind walk leaders about incident reporting requirements – DONE. - ALSO – BP reported that he had not yet heard from Jeannie Cranfield re progress with Central Office putting a process in place for people acting as sighted guides of visually impaired persons. BP said he would follow up with Jeannie Cranfield. Re #5 Reports and matters arising - BP to email walk leaders reminding them that they can submit recce expenses any time and that these can include the costs of a recce companion – IN PROGRESS – BP did not email, but some walk leaders have put in claims anyway – he will send the reminder email. Re #6 Walks and events programme - TC to mark all Arran weekend walks as full on Walks Manager - DONE. - ALL to consider potential weekend 2024 venues – DONE – Aviemore chosen.

	Re #7 Other business • BP to set up AGM zoom - DONE. • SW to circulate blank Annual Report and all named to complete sections - DONE. • BP to compile the accounts - DONE. • CW to contact Ramblers Central for stick on labels for those needing a postal AGM notification - DONE. • SW to contact Ramblers Scotland to request Zahrah Mahmood as our AGM speaker – DONE – Zahrah Mahood unavailable. • If necessary, CW to obtain Living Streets contact as potential AGM speaker – DONE – Living Streets Glasgow no longer exists; no response from Living Streets Scotland. (Members of the Amina Muslim Women's Walking Group were our AGM speakers). • SW to check out Open Doors walk leaders for post-AGM walk; if necessary, CW to contact Annette Bonar / HS to contact Ronnie Scott re post-AGM walk – NOT DONE BECAUSE it was decided that a walk was unnecessary following an AGM held by zoom. Re #8 Next meetings • BP to set up next meeting zoom - DONE. • ALL involved in draft reports to complete these before 17th Oct - DONE. • BP to check with Ian Brooke re AGM election of office bearers - DONE. Re #9 AOCB • BP noted that we still need to hold off putting together a list of potential guides for visually impaired walkers until Ramblers Central office have put their relevant procedures in place. ACTIONS • HS to send pdf of final 13th June, 6th and 19th September Minutes to GD and these to be posted on website. • BP to follow up with Jeannie Cranfield re progress with Central Office putting a process in place for people acting as sighted guides of visually impaired persons. • BP to email walk leaders reminding them that they can submit recce expenses any time and that these can include the costs of a recce companion.
4.	Matters arising from the AGM • JR was unhappy about wording in the draft AGM minutes re discussion of the 'Other Access & Countryside' report, referring to the January 2023 Ramblers reception at the Scottish Parliament. It was agreed to delete this paragraph from the minutes. ACTIONS • HS to amend draft AGM minutes.
5.	Reports and matters arising a – Chair • No report as we do not currently have a Group Chair. b – Treasurer (report available on request) • BP said that nothing had changed since his report was written. • Current cheque signatories and authorised internet banking users for our accounts are GD, Alan Watt and BP. Since Alan Watt is now no longer a Committee member, he should be removed as a signatory/user - but having at least two signatories/users is desirable. BP therefore requested that the Committee agree to the appointment of at least one new user/signatory. It was agreed to appoint SW. BP explained that this can be done online and that he would liaise with SW re the information to complete the online form. He noted that Unity Bank required the following resolution to be passed by the Committee: <u>Your resolution</u> • <i>We confirm this resolution has been recorded in accordance with the rules of the organisation.</i> • <i>The people named in this form will be authorised individuals on all accounts.</i> • <i>We are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.</i> • <i>We acknowledge that Unity's <u>Terms and Conditions</u> may vary from time to time and we</i>

	agree to be bound by them. • We will provide Unity with instructions and changes in line with the mandate. • Unity should rely on this Mandate until we send future amends. • We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's rules, our Trust Deeds or our registration documents if requested. We will inform Unity of any changes. • We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership. Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions. <u>Your telephone and Internet Banking declaration</u> • We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information. • We agree to use the Internet Banking Service in accordance with the <u>Terms and Conditions</u>*. • The individuals named on this form will be our authorised Telephone Banking and Internet Banking service users. • The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions. • Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user. <u>Your declaration</u> • We acknowledge your right to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information. • We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge. • We confirm that we have read the <u>Terms and Conditions</u>*and <u>Privacy Statement</u>* and acknowledge that we will be bound by them. * Copies of the Terms and Conditions and Privacy Statement had been circulated to the Committee in advance of the meeting. • The above resolution was passed. c – Membership Secretary (report below) • FA' s report notes that on 16th January “the total membership for Glasgow Ramblers is 336 this is an increase of 25 since the last Committee meeting in September 2023”. SW also noted several requests from potential new members. • TC was concerned that the group's growing popularity meant that it will be increasingly difficult to get onto walks as there are insufficient Walk Leaders. Suggestions included repeating a walk (e.g. weekday/weekend) which some Walk Leaders already do; and leading a larger group of walkers which would require at least two Leaders. d – IT / website (report below) • GD reported that Ramblers Central originally converted/fed old GWEM (Group Walks and Events Manager) data onto individual Group websites and is now gradually altering this so the new WM (Walks Manager) data feeds in. He will let Committee members know once Glasgow is converted, so they can look out for anything odd. • GD believed this change should give more facilities for adding events apart from walks and might let us add walks from a certain geographical area (i.e. wider than Glasgow) so potentially including walks from other local Groups which would overcome the problem of some members not realising they could join any Ramblers Group walk. He agreed to report back on these possibilities at the next meeting. • BP raised the issue of zoom meeting arrangements: the host has to click 'start' – which means the meeting start is contingent on the presence of the person who set it up; also free zoom use only allows for shorter meetings. Our Committee zoom meetings were originally set up by Alan Watt via a personal account with monthly subscription, they are
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now via a BP personal account which means he requires reimbursement (£12.99 + VAT per month, although £129.90 + VAT for an annual subscription). Various options were discussed: a "Zoom Pro" account in the Group's name (same cost for a single user, but the charge is per user, so would be more expensive if there were more than one user); a "Zoom Business" account in the Group's name (£17.49 + VAT per month or £174.90 annual, but allows for 10 or more users, thus cheaper than "Zoom Pro" for more than one user); or setting up meetings under BP's existing account, but with alternative named hosts (YF noted that this needs care due to security issues – hacking, meeting infiltration, etc – minimise this risk by just having a single named alternative host). GD mentioned that he thought that there was a reduction in costs for non-profit making bodies. Another option would be shifting to Teams (which may not work on certain browsers). It was decided to try the alternative host method for our next Committee meeting – BP to set this up with TC as alternative. BP also undertook to investigate reduced zoom costs.

e – Access

- Nothing to report.

g – Secretary's correspondence (report below)

- Re Ramblers shared learning – SW reported that Jeannie Cranfield of Ramblers Scotland office has been running shared learning sessions with Group Chairs and Secretaries. She attended a session which had included topics of: Livingston group running short walks as a way to recruit new members; and the walk safety project. These were useful and she will ask Jeannie Cranfield whether wider Committee member attendance is allowable.
- Re Equality Outreach programme – on hold.
- Re ICE (In Case of Emergency) cards – SW reported a cards shortage due to new members. She has a PDF which can be printed off if needed. It is unclear whether ICE cards / sheets are sent to new members – FA has requested they be included in the new members' packs. BP wondered whether keyrings were more useful as on the outside of rucksacs. It was noted that one Group compiles an emergency contacts list for all on each walk, these are destroyed once the walk is completed.
- Re Access to the Insight Hub – SW now has access (as does FA as Membership Secretary), which means that she can take over Catherine Watt's task of sending out the monthly Newsletter.
- Re New Safety on Walks Advice – SW and FA attended a meeting, following which feedback to Ramblers Central was massively to reduce the amount of guidance. The result is an eight-page booklet, a pocket sized version and e-learning. There will be guidance for leaders AND walkers so their respective responsibilities are clear. GD wondered whether some of this might replace what we have on our website (e.g. how to prepare for / what to bring on a walk). SW thought it would reinforce what we already have / do. She advised attending a Safety on Group Walks' online meeting.

ACTIONS

- BP to liaise with SW re completion of online Unity Bank signatory / user form.
- GD to let Committee members know once Ramblers Central begin feeding WM data onto our website and ALL to have a look for anything odd.
- GD to report back at our next meeting on what the website changes might allow us to do.
- BP to set up next Committee meeting with TC as alternative host – as a test.
- BP to investigate reduced zoom costs for non-profit making bodies.
- SW to ask Jeannie Cranfield whether wider Committee member attendance at shared learning sessions is allowable.
- ALL to consider attending a Safety on Group Walks' online meeting.

	COMMITTEE ROLES - At this point it was realised that although Honorary Officers were elected at the AGM (Chair – no nominee; Treasurer – BP; Secretary – SW), other Committee Roles had not been included on the agenda for this, the first post-AGM meeting. - These were confirmed as: - Membership Secretary – FA; - IT / website – GD; - Minutes Secretary – HS; - Walks Programme – TC; - Access – JR; - Ordinary members – SB; YF; GM.
6.	Walks and events programme a – Walks programme - TC noted this is beginning to fill. b – Recruiting Walks Leaders - SW reported that Newsletter requests for new Leaders haven't worked and TC that most of the very few new Leaders are people he has asked / badgered personally. SB wondered whether there could be information on the steps required to become a Walks Leader, to make it less daunting, and YF noted that the problem is that different people are put off by different things (responsibility for co-ordinating and leading a group and associated admin including Walks Manager, risk assessment and post-walk blog). HS noted that if we had 50 Walks Leaders, each would only need to do one walk a year. GD suggested going back through old programmes and asking Leaders to repeat their walks and SB wondered if there could be a template for the most popular walks? TC thought some sort of database would be a good idea. This might not be too difficult – SW noted that there are still copies of the old (paper copy) programmes on our website and GD that it is possible to download all walks entered onto GWEM, so providing a basic description. There were some concerns about repeating walks, but SB thought this would be fine so long as repeats were in addition to new walks and TC that a repeat was preferable to no walk. c – Any incidents or anything to report - None d – Magnificent 11 Update - YF, who is our representative on the new Mag11 'Friends of' group, reported that she had not attended any meetings and it seemed like the group may not get up and running. There are some local 'Friends of' groups who may look after sections of the walk, but nothing overall. In addition, Gary Linstead, the Glasgow Parks Ranger responsible for the Mag 11 has now retired and, so far, there is no move to replace him – this means there is a vacuum in the Mag 11 management. Gary Linstead has set up a 'Walking the Magnificent 11' Facebook group as a focal point and there has been recent interest from the Evening Times with an article soon due out. - JR asked whether Glasgow Ramblers were still interested in continuing the partnership? The general consensus was yes. - GD wondered whether we could canvas for a replacement for Gary Linstead? JR offered to highlight the gap in services following his retirement with a personal GCC contact. e – 2024 Weekend away - Aviemore - YF reported that there will be 30 places, open to book from 2nd February. Those attending will need to book their own accommodation. There are several volunteers and a programme is being put together. - A document from YF in relation to arrangements re the Lairig Ghru guided walk and group meal out had been included in the Committee meeting papers and was noted (attached below). ACTIONS - JR to highlight the gap in Glasgow Parks Ranger services following Gary Linstead's

	retirement with his GCC contact.	
7.	Other business a – AGM • Encourage attendance – in person or zoom, walk, meal. • Speaker. • Chair terminology. Social media • Noting that our follower numbers are larger than our member numbers and it might therefore be worth allocating Social Media as a Committee Role. Future weekends away • YF's document also includes a note re future weekends away, including the possibility of travelling abroad, e.g. https://www.bearsdenandmilngavieramblers.org.uk/walks/domestic-and-foreign-trips/.	HELD OVER TO NEXT COMMITTEE MEETING DUE TO LACK OF TIME.
8.	Next meetings • Tuesday 26th March, 7pm – zoom meeting. • BP wondered whether we needed an additional informal meeting re potential motions or other business coming up at Scottish Council. It was agreed that he should circulate the Council meeting papers once available and anything of interest could be discussed / opinions sought by email. ACTIONS • BP to circulate Scottish Council meeting papers once available.	
9.	AOCB • None.	

SUBMITTED REPORTS

Chair's report – none as no current Group Chair.

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Treasurer's Report – available on request.

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Membership Secretary

Since 16/10/2023 membership figures are as follows:

Joiners:	New to Ramblers	29	(12 in January)
	Members who have moved to Glasgow Ramblers	2	
	Members who have moved to the Area	2	
	Reinstated members	2	
Leavers:	Members who have resigned	11	
	Members whose membership has lapsed	6	
	Members who have moved Group	1	

(Leavers, including lapsed members, by date joined: 2023 – 7, 2022 -7)

On 16/01/2024 the total membership for Glasgow Ramblers is **336** this is an increase of 25 since the last Committee meeting in September 2023.

Frances Arthur - January 2024

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IT / Website

There are some upcoming changes to the website. The team who support many Ramblers group websites, including our own, are making changes to the way group websites get their walks information from Walks Manager. I have made some minor changes at our end in anticipation of these changes.

When the changes are made I'll notify the committee and ask that they look out for anything odd happening with the display of walks information.

Geoff Der - January 2024

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Secretary Report / Correspondence

1. Attended shared, topics covered encouraging new members, walks safety project
2. Equality Outreach programme
3. ICE cards
4. Access to Insight Hub
5. New Safety on Walks advice

Sandra West - January 2024

Glasgow Ramblers Committee Meeting 23rd January 2024

Points for Discussion

Agenda Item 6.5 weekend away

Lairig Ghru guided walk

Thank you very much for your booking. I will send over an invoice from our accounting software for the £500 shortly.

To confirm, a group of up to 7 walkers for the Lairig Ghru on Saturday 21st September 2024.

We will pick everyone up at your requested location in the Aviemore area, in the morning at approximately 8am (or whatever suits you best), and transport you to the Linn O Dee for the start of your walk back to Aviemore. As you mentioned, you will make your way back to Aviemore yourselves from the end point at Rothiemurchus campsite.

Group meal out

There are not many restaurants in Aviemore that can accommodate a group of thirty. This is a transcript from the Old Bridge Inn.

"Thanks for your email and your interest in dining with us.

We would be happy to have you, but have a few things to factor in, as we don't have a huge kitchen, so are not really set up for groups of that size dining.

So yes, we would need to break you in to some smaller tables. Our restaurant lay out would allow for two tables of seven and two tables of 8. We would also need to stagger the times of sitting down and dining. We always aim to use our tables twice in an evening (particularly for such large groups). So we would ask you to either come early, or come late, but not right in the middle of service. If you prefer early, I would suggest half the group sitting at 5.30 and the other at 5.45. We would then ask for the tables back by 7.30/7.45 respectively.

If you prefer later, I would suggest sitting down at 7.30 and 7.45, in which case you can stay on the table as long as you like.

We don't offer set menus, so the full menu would be on offer (though that menu will not be available until much nearer the time). No pre-ordering would be required. To be honest, it's just an extra and unnecessary admin task.

Lastly, we would require a deposit. This is £10 per head for large groups.

If you need to cancel, the deposit is fully refundable, providing we are given 5 days notice. Otherwise, it will be deducted from your bill at the end of the night, or can be refunded to your card / by bank transfer if you prefer.

When it comes to settling the bill, unfortunately due to operational necessities, we are not able to issue individually itemised bills for each person. If your group members wish to pay individually, we ask that you calculate who owes what between you at the table and we will happily process those amounts. Or bring cash if it makes it even easier to streamline this step. A discretionary 10% service charge is added to all tables of 6 or above, so we ask that is also factored in.”

Agenda Item 7.3 Future weekends away

Following on from the learning which Yvonne shared with us relating to organising a trip away, there have been some informal chats with members of other groups on recent walks. Specifically Bearsden and Milngavie and Monklands. As an example, this is the link to the B&M trip to Spain scheduled for September 2024.

<https://www.bearsdenandmilngavieramblers.org.uk/walks/domestic-and-foreign-trips/>