

Red Rope NC - Minutes of Meeting: Sunday 25 June 2023

Meeting took place @ 5 pm as part of Annual Gathering at Thornbridge Outdoors, Great Longstone

Apologies: Sarah Bates

Present: Pete Watson (Chair), Dave Doody, Barbara Segal, David Symonds, Janet Saunders (Minutes), Jon Marsden, Gill Platt, Hugh Wallis, Becky Bates, Steve Wright, also Gill Cox sat in to speak to the Covid item.

	Topic	Action
	NB. Minutes of previous NC Meeting already accepted and on website. No further discussion of these.	None
1	How to Shorten meetings (From Pete's proposals and the discussion) Officers to prepare their reports in advance and circulate, with at least a week's notice, or indicate nothing new to report. • Reports are only mandatory for the meeting prior to AGM. • Decide the most important issues prior to the NC and make these top of the agenda. • We only talk about matters arising from the Reports, not the reports themselves. • Steve W has agreed to monitor action points with spreadsheet sent out as soon as minutes are agreed and publicised.	Reports – All Agenda – Pete Monitor actions - Steve
2	Future meetings Agreed we need 4 scheduled meetings per year, 2 of these to be Face to Face. This balances cost with efficiency of the discussions (generally face to face considered more effective and enjoyable!) January - Face to Face – suggested Birmingham (allows pre-AGM planning) May – Zoom September – Face to Face – a trip, possibly CY November – Zoom We should be prepared to have another zoom meeting if a lot of decisions need to be taken and these cannot wait.	Pete (with help from relevant people to book venues / zooms)
3	Steve's list of Actions <i>The list was discussed on all the uncompleted actions and actions decided / amended. See separate list from Steve</i> <i>Pete agreed to follow up via an email to region reps about the March/April new members months, and to see if people wanted a meeting on helping the regions.</i>	Steve to update and circulate to NC
4	Covid Policy Gill Cox explained the current situation had finally improved but she felt it would always increase in the Autumn like other respiratory infections. Pete's proposals – all accepted apart from (5) where it was agreed that 'Trip organisers to bring masks' instead of trip members.	Actions Trip officers Sarah, Becky to get declaration changed and the Info changed on website

	1) We continue to test using LFTs and comply with the current declaration on club trips, testing prior to joining the trip and again in midweek if the trip is a week-long one. 2) We raise the issue of "what if someone develops covid symptoms on our trip" at the pre-trip meeting and mid-week. 3) Anyone who develops covid symptoms should leave the trip. 4) Anyone who wishes to leave a trip where covid may be spreading can apply to the national treasurer for public transport financial assistance if in financial hardship. 5) RR will continue to pay for LFTs for week-long trips and trip organiser should bring masks in case there is infection on the trip. It was suggested people try to limit their associations prior to going on a trip but recognising that not everyone can do this due to work, family, social commitments etc. 6) Attitudes and risks should be discussed at the pre-trip meeting. 7) Change the declaration to "I have no reason to believe that I or anyone living with me...." 8) Send out the Covid advice on Webcollect to ensure all members have seen it. 9) Gill Cox agreed to write some background when we send out the policy	Pete: Webcollect email & Gill's input
5	Trip Account Update /Revised Banking arrangements Humphrey pre-circulated and brought with him a summary of the situation, as follows. BACKGROUND: (1) The club has 3 national bank accounts, all with the Co-op Bank: the main "Admin" account and the Deposit account are managed by me as national treasurer, while the Trips account is managed by the national trips treasurer. (2) While the NC and AGM appoint people to these roles, this means nothing until they are authorised to use the bank accounts! This currently means that Hugh Wallis has no access to the Trips account, that Becky and Sarah had to pay an alarming amount of money personally as trip deposits, and while they have now been reimbursed, that was done from the Admin Account, which in total has paid out nearly £5,000 for trips and the Gathering accommodation. Fixing this means signing a bunch of forms, but we need to avoid it happening again. (3) Increasingly we operate using bank transfers rather than cheques, which means people need to have online access to the accounts, if only to see whether members booking on trips have actually paid. As well as "signatories", who can make payments from the account, the bank also allow "authorised users", who provided they have online access can see transactions but not authorise them. (4) Part of the recent problem with regaining control of the Trips account is that as far as the bank are concerned it is unrelated to the other accounts. On the other hand, the admin and deposit account are "linked", which requires	Actions Humphrey to get forms signed and liaise with bank

	that the signatories, authorised users and rules for authorising payments be identical. PROPOSALS (1) THAT WE “LINK” THE TRIPS ACCOUNT TO THE OTHER TWO. This will mean doing two sets of “Change of Signatories” forms this time, to bring the two sets of named people into alignment, and then send them in together with a covering letter asking that they be linked. Thereafter, only one set of forms would need to be submitted. ACCEPTED (2) THAT GOING FORWARD THE SIGNATORIES BE: Pete *”ex officio” as Nat Sec, and not set up for online access; Steve; Humphrey; Hugh; and Becky. Plus Barbara as an authorised user so she can see whether people have paid for CY bookings. I will be bringing the forms for this to the meeting. Final agreed signatories were Hugh, Steve, Pete and Humphrey, with Becky and Barbara as authorised users (3) IMPORTANT: Linking the accounts means that the rules for authorising payments have to be the same. THE PROPOSAL IS TO REMOVE THE REQUIREMENT ON THE ADMIN ACCOUNT FOR A SECOND PERSON TO AUTHORISE. NB with cheques the rule was that only payments over £200 needed to be counter-signed, but the Co-op Bank insist that with online payments it is all or none. ACCEPTED but Steve will still need to be advised by Treasurer, or Trips Treasurer, for amounts over £200, to act as ‘Auditor’ (4) <i>It needs to be very firmly and widely understood that under normal circumstances only the National Treasurer can make payments from the admin account, and only the Trips Treasurer can make payments from the trips account.</i> AGREED. (5) That we apply for a debit card, to be used against the Trips Account. AGREED All proposals agreed unanimously.	
6	AOB – Dogs on trips	Actions
	John Marsden raised the point that it needs to be very clear in the MIS which trips are ‘dog-friendly’ and which not. It was discussed that ‘Dog-friendly’ trips are generally decided on the trip initiation and booking of the accommodation. The organiser of such a trip must inform the MIS Editor that the trip has a dog (or dogs) included, so that potential participants can see this. Trip Secretary for National trips will state clearly that a trip is ‘no dogs’ to add clarity. <i>Point of information – people wishing to bring a dog on a pre-stated ‘dog-friendly’ trip would need to discuss this with the Trip Organiser.</i> AGREED	Trips secretaries to make people in regions aware? Becky to label each trip when sending to MIS
	Meeting ended circa 6.45	

Actions outstanding/ WIP (Work in Progress)**(numbers refer to items on the Spreadsheet that Steve Wright is keeping to record Work in Progress)**

	Topic	From	Responsible	Deadline	Progress
1	New members months in March and April 2024	June 2023 NC	Regions	31/04/24	To do
3	Set up sub-committee on regional organisation	Nov2022 NC	n/a	n/a	Postponed
3a	email regions about NC support for regions	June 2023 NC	Pete W	31/07/2023	WiP*
4	Article in next Bulletin to clarify procedure for using LMC huts	Jan 2023 NC	Barbara	01/09/2023	To do
5	Update guidance on CoViD	June 2023 NC	Pete W		Drafted
5a	Circulate guidance to all members	June 2023 NC			To do
6	Produce a new members' handbook	Jan 2023 NC			
6a	1st draft		Gill P	25/06/2023	Complete
6a	Review 1st draft and comment	June 2023 NC	ALL	31/08/2023	To do
6b	Arrange NC Zoom meeting to discuss	June 2023 NC	Pete W	tbd	To do
7	Join Meetup - up to 3? Regions	Jan 2023 NC	Pete W	01/09/2023	To do
8	Encourage local members to support movement campaigning for wild camping (especially Dartmoor)	2023 AGM	Damian		To do
10	Publicise changes to trip charges for 2024	2023 AGM			
10a	in next Bulletin	2023 AGM	David S	01/09/2023	To do
13	Advise members on revised policy about dogs on trips	2023 AGM			
13a	email regions	2023 AGM	Pete W	01/06/2023	Complete
13b	Item in MIS	June 2023 NC	Becky/Sarah	01/09/2023	To do

* WiP =
Work in
Progress