

Minutes of the Step out Sheffield AGM 2018
held at Hillsborough Arena, Middlewood Road, Sheffield S6 4HA
at 2pm on Monday 21st May 2018

In attendance: 50 Volunteer Walk Leaders:

Janet Hilbert	JH	VWL (Handsworth) Promotion and Publicity
Margaret Hibberd	MH	VWL (Handsworth) Promotion and Publicity
Carol Knightley	CK	VWL (Gleadless) Help-Line
Sue Lee	SL	VWL (Area Link) Chair and Cascade Trainer
Dan Murphy	DM	VWL (Graves Park) Database Manager
Tony Oxley	TO	VWL (Area Link) Safety Officer
Nigel Ross	NR	VWL (Area Link) Treasurer, Safety Officer

Judith Alabaster	Beryl Bonet	Brian Brown	Peter Carey
Alec Cartwright	Alan Chapman	David Chester	Pete Claxton
Audrey Crowder	Ken Crowder	Mary Dakin	Pam Eaton
Gerald Fawcett	Jean Fawkes	Diz Feeley	Francis Feeley
Joy Fell	Jennie Fulleylove	Peter Griffin	Lynda Hales
John Hamilton	Pat Hamilton	Alan Hardy	Mike Hawkins
David Hilbert	Carol Hodgett	David Holbray	Carol Lowe
Roy Mansfield	Sheila Mansfield	Sheila Sale	Pam Sawyer
Elaine Shaw	Frank Shaw	John Simpson	Gill Stern
Mike Stern	Susan Stone	Peter Timms	Harry Ward
Robert Wardle	Howard Winwood	Sheila Winwood	

Also in attendance: 3 guests: Tina Moores, Leah Mynett and Vicky Slack,

The meeting began with a moment of reflection in memory of the volunteer walk leaders and walkers who died during the year, and a short video about walking from the ‘Sheffield the Outdoor City’ website which features walkers from the Firth Park walk.

1 Welcome and Introductions

SL opened the formal part of the meeting by welcoming volunteer walk leaders (VWLs) to Hillsborough Arena and thanked them for giving up a glorious sunny afternoon to attend. Also

- Tina Moores who, after 17 years as coordinator of the Sheffield Walking for Health scheme, now delivers walks for people on long term unemployment benefits here in Sheffield.
- Leah Mynett from the Ramblers is Program Manager Data and Digital Transformation and travelled up from London to be with us.
- Vicky Slack works for Inmotion at South Yorkshire Passenger Transport executive. She helped design our new programme leaflets and the award certificates.

2 Apologies

Apologies (38 VWLs) plus Sharon Cassinelli (Secretary) and Jeni Smith (Link).

3 Adoption of the minutes of the AGM held on 15th May 2017

The minutes of last year's AGM were circulated on 18th July 2017 and again ahead of the meeting. SL proposed **'that the minutes of the AGM held at the Circle on 15th May 2017 be accepted as a true record of the meeting'**.

Motion seconded by David Hilbert and carried unanimously

4 Presentation of the Step out Sheffield 2018 Annual Report. Sue Lee

Copies of the Annual Report were available for attendees to read. SL highlighted one or two points beginning with a sincere expression of thanks to all VWLs for their friendship and support during what had been a personally very challenging year.

Step out Sheffield had a good year adding two new walks, increasing walker numbers and maintaining volunteer numbers. The concept of 'links' who are each responsible for four or more walks was working well. The links are the first point of contact for fresh paperwork, for passing on messages and for arranging sickness and holiday cover. The five links had each developed their own way of 'linking' with their groups- which worked well for both the links and the walks. It works especially well for SL by freeing her up to do some development work.

Not mentioned in the annual report but of significance was Step out Sheffield's involvement in Move More month 2017. Nine teams of 8 walkers monitored their activity levels throughout the month of June. Activity was translated into steps, and steps into miles. Our target was to walk to Mumbai, a distance of 4,500 miles. Not only did we achieve the target but the mileage we notched up got us all the way home again too! This exercise really helped raise awareness about our walks. Louise Haige MP visited Lowedges walk to kick-start the programme and her visit was reported in the press and via her FB and Twitter feeds. We also got a radio Sheffield interview and a full-page article in the Star on the back of this very successful project.

We have had a strong year, building upon the foundations laid in year 1. The committee's input into this success was acknowledged by a round of applause from the floor. Committee members are walk leaders who have volunteered to take on extra, and in some cases, a great deal extra, in order to help the Sheffield scheme run smoothly, and to help raise our profile.

5 Formal Adoption of the Annual Report

SL proposed that **'the Annual Report 2018 is formally adopted by Step out Sheffield'**

Motion seconded by Elaine Shaw and carried unanimously.

6 Presentation of the Annual Accounts and Treasurer's report. Nigel Ross

A copy of the full accounts was available at the meeting for attendees to inspect. On paper 2017-18 was an appalling year with expenditure up by 8% and income down by 82%. This was anticipated after a particularly successful year in terms of fund-raising in 2017-18 when we received a number of start-up grants.

We cannot expect Lottery funding or Trust funding in the foreseeable future because of the way we spend our money. These bodies look at the proportion of expenditure aimed directly at volunteers rather than service users, and as a rule of thumb 10% is an acceptable proportion to

spend on volunteers. In year 1, 52% of our total expenditure went directly to benefit volunteers, and in year 2 the figure was 64%.

We still have over £6500 in reserve. This year we spent £1029.79 more than we received. If we manage expenditure properly and maintain a similar rate our reserves will theoretically last for five and a half years!!!!

We are looking at different ways to raise funds, including holding specific fund-raising events which could involve walkers across the city. We will continue to look for ways to reduce expenditure where it does not have a negative impact on the activities of Step Out Sheffield.

We will never have another year like our start-up year, but NR is confident that we are moving towards a position of financial security.

7 Formal Adoption of the accounts

NR proposed that **‘the Financial Report for the year 2017-2018 is formally adopted by Step out Sheffield’**

Motion seconded by Francis Feeley and carried unanimously.

8 Independent scrutineer for the 2018/19 accounts

NR proposed that **‘arrangements are made to have the 2018-2019 accounts scrutinized rather than formally audited and that the committee appoint a suitable scrutineer’.**

Motion seconded by Susan Stone and carried unanimously.

9 Election of Committee

According to our constitution: ‘Step out Sheffield shall be administered by a management committee of not less than 3 and not more than 10 individuals elected at the Group’s AGM’. The current members are Sharon Cassinelli, Margaret Hibberd, Janet Hilbert, Carol Knightley, Sue Lee, Dan Murphy, Tony Oxley, Nigel Ross, Jeni Smith. All have indicated that they are happy to continue in post. No nominations had been received for the 10th place on the committee before the meeting and none was forthcoming at the meeting.

As an election was unnecessary SL proposed that **‘the 9 serving committee members be appointed for a second year of office’.**

Motion seconded by Beryl Bonet and carried unanimously.

10 Election of Officers

Under the terms of our constitution SoS officers are appointed by the management committee. At their meeting on 30th April 2018 it was agreed that the officers would each remain in post. [Nigel Ross, Treasurer, Sharon Cassinelli, Secretary and Sue Lee, Chair.]

11 Any other business

GDPR SL thanked VWLs for their support throughout the General Data Protection Regulations exercise. The vast majority of our regular walkers had now consented to Step out Sheffield retaining their personal data. The committee had decided that in future Step out Sheffield will no longer ask for next of kin details. Instead, walkers (and leaders) can complete and carry a WfH ICE card. Supplies of ICE cards can be supplied via the Links on request. To

comply with GDPR practice going forward, all completed registration forms to be returned to SL as before, but mini-databases will no longer be issued to individual walks.

VWL 1:1s NR led a discussion about the possible introduction of 1:1s as a way of providing VWLs with a means of influencing committee decisions. Members indicated by a show of hands that they were unanimously against the idea. SL thanked them for providing a very clear directive on something that might have been problematic and time-consuming to implement.

Buddying

SL reminded VWLs that the biggest barrier to joining a health walk is the apprehension of coming for the first time. She told the story of Margaret and Sheila Mansfield from Ecclesfield to illustrate one way of ‘buddying’ a new walker. Margaret, in spite of having been referred to the walk by her nurse and looking up our website, rang SL for more information. With Margaret’s permission SL passed on her number to Sheila who chatted with her on the phone and arranged to meet her at the walk. Margaret is now a regular walker with the Ecclesfield Group. Afterwards she wrote “[I just wanted to say how impressed I am with the organisation \(Step out Sheffield - sic\) as a whole and the commitment of the volunteer leaders, with a special thankyou to Sheila who has been extremely kind and helpful. I look forward to many more enjoyable walks.](#)”

SL thanked Sheila and the Ecclesfield Group for making this hesitant but very grateful walker so welcome and warned everyone that as health professionals signpost more people to our walks she might be contacting other leaders with a similar request.

12 Close: The business part of the meeting closed at 2.50pm.

Presentation of awards

Long Service Awards (for those VWLs who qualified before August 2008).

Achievement awards (for those VWLs who had notched up 500 walk attendances since Ramblers took over the database in April 2011).

Peter Timms was the exception. He qualified as a VWL in August 2008 and, since April 2011 had supported just over 1,000 walks!

The awards were announced by Vicky Slack and presented by Tina Moores. Tony Oxley photographed each of the recipients with Tina.

Guest Presentations:

Tina Moores – A brief description of the Walking for Purpose project covering its objectives, its aims, and how ‘buddying’ is an important part of their project too.

Leah Mynett – A power point presentation entitled ‘The Ramblers data and digital transformation programme, including details about a mobile walker registration app. Leah’s presentation was a brief description of how the Ramblers plan to pilot electronic methods of registration with some of their Ramblers groups over the course of this year. Methods will be refined and up-graded as they evolve but the objective is to eventually introduce an easy-to-use electronic registration system on all walks. Leah’s presentation ended with Q&As.

The meeting closed at 3.45pm