



Management Committee Meeting 15

Minutes of the Step Out Sheffield Management Committee held at SYPTE, Room G3, Ground Floor, 11 Broad Street West, Sheffield, S1 2BQ on Monday 10th June 2019 at 2pm

1 Attendees and Apologies for Absence:

Attendees:

John Brookes	JB	VWL (various walks) Link SWFC/Hillsborough, Social Media
Sue Lee	SL	VWL (various walks) Chair , Area Link, Cascade Trainer
Sharon Cassinelli	SC	VWL (Richmond/Bramall Lane) Secretary
Tony Oxley	TO	VWL (various walks) Area Link (East)
Dan Murphy	DM	VWL (Graves Park) Database Manager
Janet Hilbert	JH	VWL (Handsworth) Publicity sub-group
Nigel Ross	NR	VWL (various walks) Treasurer/Safety Officer Area Link (West)
Margaret Hibberd	MH	VWL (Handsworth) Publicity sub-group

Apologies:

Jeni Smith	JS	VWL (Ecclesall Woods) Area Link (South West)
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2 Approval of Minutes of last meeting

The Minutes of the last meeting (MCM 14 dated 18th March 2019) were accepted for accuracy and agreed as a correct record of the meeting. Proposed by DM, Seconded by TO.

3 Matters arising not covered by the Agenda

SL had previously sent a letter of support on behalf of Robert Horsley of Mind regarding their application for funding which has been accepted. They will train up their volunteers as Walk Leaders and may come to SOS for this education and could potentially become a partnership. SL to follow up. NR raised a point made at No 10 of the Minutes from MCM14-New Walks Reports from Links, which referred to Firshill walk where 'the Committee agreed to either remove it from the 2019 walks programme or to flag it in the same way as the new walks because if one of the leaders retires it will become unsustainable', but a letter was issued informing the Primary Leader it was being removed. NR visited every 2 weeks to ensure there were sufficient leaders available and Graham Matthews VWL has also offered to cover. This walk chooses not to socialise afterwards. Management will continue to support the walk and assures everyone they will not be abandoned. SL said she did not want to lose the walk but wants it to be safely run. NR spoke to JB about going to local festivals and giving out leaflets to advertise and NR proposed to put Firshill back in programme, Seconded by DM and a unanimous show of hands from other Committee members.

4 Election of Officers

There were no new nominations received from the Committee and the existing appointees agreed to remain in post.

SL proposed **‘that Sharon Cassinelli continue in the post and be appointed Secretary with immediate effect’**. No questions were raised. Seconded by Nigel Ross. There was a unanimous show of hands by Committee members in favour of the appointment. No-one was Against and there were no Abstentions.

SL proposed **‘that Nigel Ross continue in the post and be appointed Treasurer with immediate effect’**. No questions were raised. Seconded by Dan Murphy. There was a unanimous show of hands by Committee members in favour of the appointment. No-one was Against and there were no Abstentions.

SC proposed **‘that Sue Lee continue in the post and be appointed Chair with immediate effect’**. No questions were raised. Seconded by Margaret Hibberd. There was a unanimous show of hands by Committee members in favour of the appointment. No-one was Against and there were no Abstentions.

5 Database Report (DM)

DM reported that all is going well and only reports any queries which are raised and feels we should continue to monitor achievements and attendance longevity of our walkers. JB to be trained by DM as Inputter for SWFC, otherwise no changes to walk administrators.

6 Financial Report plus a discussion on planning for the future (NR)

The Financial Summary covering the period April to June 2019 and supporting spreadsheet had been circulated to Committee members prior to the meeting for information and was tabled and accepted by all the Committee (*Appendices 1 & 2*). NR reported there had been 2 major expenses which were the purchase of fleeces and the cost of the AGM. This gave a minus balance figure against the budget but only because the funding expected would be made available during the next quarter. (Subsequent to the meeting NR has received emails from Sheffield City Council confirming that we had been awarded Ward Pot Funding of 2 x £89.68 to cover 12 months operational support of each, Grenoside and Stannington walks.)

As discussed at the AGM Ramblers have 18 months funding and we do not want to be in the same position as when Sheffield City Council pulled out. The worst case would be SOS goes stand-alone and NR sought consent from the Committee to make initial enquiries into the adaptation and costs involved. The Hixcox website reveals the cost of indemnity insurance would be around £1,000 (without negotiating). The Management Committee agreed for NR to undertake initial research and report back in 3 months.

SL had been in contact with the Wolverhampton and South Staffordshire walking groups, both contacts worked in hospitals and health and was of the same mind that funding should be provided from a public health source, not from sports foundations. WfH had visited Sheffield and attended two of our walks which had given them a better understanding of how we run our health walks.

NR spoke of the Co-operative Community Partnership to whom he has applied for funding, as now, not-for-profit organisations can make applications, and is looking for funding for fleeces and social activities for leaders and walkers. The amount totals 1% of all spend and commences in October '19.

7 Safety Report (NR)

Safety Bulletin No 9 had recently been issued (*Appendix 3*) informing leaders of an App ‘what3words’ available for free download, which detects the location of the mobile phone used, and provides a 3-word key that can be passed on to the emergency services, should this ever become urgently required at a hard to reach incident site, in woodlands, parks or along country paths.

Suggested by the Edale Mountain Rescue, and after one of our VWLs dealt with such a rescue, as it is recognised and recommended by the ambulance services. It has definitely got Leaders talking and would give everyone a speedier chance of rescue if ever found in that situation.

There had been 3 incident reports since the last meeting. In **all** cases no further action was required and the walkers involved were soon back walking.

8 2019 Leaflet sign off (SL)

JB has precisely pinpointed all postcodes for the new leaflet and same will be corrected on the website. The new leaflet will run from July 2019 and Step Out Sheffield will use a capital O henceforth, in order to remain in line with all other advertising and merchandise. It was agreed that Firshill be added back into the leaflet for the next print run. The cover background was agreed, the back page was revamped to include the DrinkWise AgeWell logo and decrease the print size of the Ramblers strap line. The Helpline number will remain the same despite a recent incident when the handset was mislaid and unfortunately not recovered. SL contacted Virgin and requested to transfer the number and obtain the appropriate sim for a 'new' handset which she can provide.

Richard Pilgrim of SYPTE who are kindly funding the leaflet print for us will send the amended copy to SC for circulation to Committee members for final approval in the coming week.

9 Social Media Guidelines – discussion and adoption (JB)

JB was asked that if any walk was not joining Social Media, would GDPR still be required, and how to implement this task. A discussion followed that ALL walkers and VWLs should be asked to sign a document, if agree to their photos being shown in public.. and 1) JB had received an offer from SYPTE and together are working towards guidance to taking photographs and formulating a consent form which could all be implemented as soon as possible and may be a practical activity for this year's medical students; and 2) is looking at the technicalities of a Facebook scheme page and has set up an email account. We need to decide on the content, then start promoting it and suggested using SWFC walk as the pilot and then start rolling out to the other 4 walks which have been identified already with a Facebook presence. 'Hits' can be logged but it would be difficult to say how many would have come from Facebook.

10 Quarterly Network Meetings (ALL)

AGM Hillsborough Arena held on 20th May 2019 had been attended by 57 VWLs, 6 VIP guests and 25 walkers. One of the VIPs Ted Talbot, Peak District Ranger offered to host the August QNM at the Longshaw Discovery Centre and incorporate a walk followed by refreshments.

11 Any Other Business (ALL)

Medical Students: For the 2019 placement the students will be asked to compare and contrast walker numbers and identify why walks in SW Sheffield area and Handsworth are more successful than those in less affluent parts of the city and make suggestions on how to engage the 'hard to attract' population.

JB – if need to sell **GDPR** to ALL walks, it would be beneficial to utilise the students' understanding of Social Media.

We need to be very clear in what we want them to do. Previous experience has taught us they need more supervision and mentoring and must complete the task given. Therefore this year they will receive a weekly tutorial giving us and them the opportunity to ask questions and give/receive help. JB to sort social media and NR to sort comparison by the end of June to be circulated.

Representation on Committee: was discussed at length, as there is no definition as to what classifies our 'partners', so it was agreed unanimously not to invite any 'partner' organisations to become co-opted Committee members although any representatives would be accepted and welcomed at any management meeting, to give their input - but without votes.

Publicity and Representation at Community Events: NR noted that walker numbers are falling because we have stopped recruiting and it was agreed that individual walks have to do their own promotion with Committee support. A notice will be circulated to all VWLs regarding this. **Stannington** walk is having a table at the local Carnival and is also advertised in the church magazine.

Flyers and leaflets have been given out at **Wisewood** for the walks to distribute.

We can supply paper or laminated posters, also these are all on the website for download by the VWLs or walkers. By attracting more walkers, it is also extending the possibility of more VWLs. Local walks are encouraged to tell us about local publications and church magazines.

NR to send article to **Walking for Purpose** brochure.

TARAs: Sheffield has a regular city wide publication which is circulated to all Tenants And Residents Associations and want an article from us regarding health walks.

BASEM: (British Association of Sport and Exercise Medicine) require an article for their quarterly publication (SL).

Staying Active in Sheffield: had sought collaboration on a guide they were creating on 13 city parks and SL has furnished them with a publicity article and quotes from our walkers.

12 Date, Time and Venue of Next Meeting:

Date of next Committee Meeting (MCM 16) Monday 9th September 2019, 2:00pm at SYPTE, 11 Broad Street West, Sheffield, S1 2BQ (Venue tbc).

The meeting closed at 3:50pm.