



Management Committee Meeting 14

**Minutes of the Step out Sheffield Management Committee
held at SYPTE, Room 1, 1st Floor, 11 Broad Street West, Sheffield, S1 2BQ
on Monday 18th March 2019 at 2pm**

1 Attendees and Apologies for Absence:

Attendees:

Sue Lee	SL	VWL (various walks) Chair , Area Link, Cascade Trainer
Sharon Cassinelli	SC	VWL (Richmond) Secretary
Tony Oxley	TO	VWL (various walks) Area Link (East)
Dan Murphy	DM	VWL (Graves Park) Database Manager
Carol Knightley	CK	VWL (Gleadless) Help Line
Janet Hilbert	JH	VWL (Handsworth) Publicity sub-group
Margaret Hibberd	MH	VWL (Handsworth) Publicity sub-group

Apologies:

Nigel Ross	NR	VWL (various walks) Treasurer/Safety Officer Area Link (West)
Jeni Smith	JS	VWL (Ecclesall Woods) Area Link (South West)

2 Approval of Minutes of last meeting

The Minutes of the last meeting (MCM 13 dated 17th December 2018) were accepted for accuracy and agreed as a correct record of the meeting. Proposed by SL, Seconded by DM.

3 Matters arising not covered by the Agenda

SL noted that more VWLs are wearing Hi-viz vests and that a request has been raised for a supply of XXXL as there are none left in stock and at least two outstanding requests.

4 Database Report (DM)

DM tabled two reports – Annual Attendance Figures 2015-2018 and Quarterly Attendance Figures by Walk 2015-2018. The reports show attendances are holding steady around 25,000 per annum and reports a figure of 230,000 attendances from 2011 to date. The pilot walks figures will pick up as they become more established.

Weekly registers are being completed on time with little to no input errors now.

Rambles recently secured funding to support Walking for Health until September 2020. DM concerned that we no longer record the ages or health issues of our walkers as Rambles are only interested in numbers.

The Committee acknowledged that-accurate record-keeping is essential if we want to reward people for number of walks or long-term attendance. The committee agreed this tradition should continue.

5 Emergency Meeting to table further Amendments to the Constitution (SL)

This meeting took place as it was noted that the entries which read ‘Walking for Health’ should read ‘Rambles: Walking for Health’.

Arrangements to lodge revised Constitution with R:WfH

The revised Constitution (*Appendix 1*) was approved and re-signed and all agreed for a copy to be sent to R:WfH. Proposed by SL, Seconded by DM.

6 Financial Report

Thanks are minuted to NR from all the Committee for keeping and preparing all the financial records and preparing and organising Scrutiny of all necessary documents, annually.

The following documentation had been circulated in advance to Committee members prior to the meeting for perusal:

The Financial Summary covering the period January to March along with supporting spreadsheet (*Appendix 2 & 3*) which was tabled and accepted and Proposed by SL and Seconded by CK.

The Financial Report for the year 2018-2019 with the Income & Expenditure account, Proposed by SL, Seconded by TO.

The Budget for 2019-2020 (*Appendix 4*), was accepted and approved, and Proposed by SL, Seconded by MH.

The Financial Report which will be presented at the upcoming AGM in May 2019, was accepted and approved with one minor amendment. Proposed by SL and Seconded by JH.

7 Safety Report

A Safety Report (*Appendix 5*) for the meeting had been prepared by NR and distributed to the Committee members before the meeting. It was accepted and approved, Proposed by SL and Seconded by TO, with the follow-up action to message VWLs and re-emphasise how important it is to report accidents and incidents as soon as possible. This subject will also be on the Agenda for the AGM.

8 Website Update (SL)

Thanks are minuted to the two medical students for teaching SL the skills needed to update our website and R:WfH webpage. Both are now completely up to date.

We have received 26,000 hits on the .btck website since it went live in August 2016.

VWL John Brookes has acquired 'StepoutSheffield.org'. Members agreed that a dot-org internet address and associated email address, ie; admin@sheffield.org would present a more professional and proficient public image.

It was agreed that a meeting be set up with John Brookes to progress these ideas with the Committee.

9 Quarterly Network Meetings (All)

The February Pie & Peas meeting held at the Hillsborough Arena went very well and it was good to see the great numbers of VWLs exchanging stories and social event ideas.

The next quarterly meeting will be the AGM and has been arranged for the 20th May 2019, again the venue will be the Hillsborough Arena. This year is the 20th anniversary since health walks were first launched in Sheffield, and it was thought this should be the focus of the day, hence Tina Moores and Avril Wragg, responsible for the concept originally, are to be invited, along with the Regional Mayor and/or the Lord High Sherriff who will be asked to make the presentations. SL has trawled the attendance records and has a list of walkers to honour with 10 years presence, all of whom will receive individual invitations to the event. It was suggested that we invite *all* our regular walkers this year and make this a landmark celebration. The Agenda will follow Business before Presentations and TO has been elected as photographer on the day.

The Annual Report circulated prior to the meeting for presentation at the AGM was agreed and Proposed by SL, Seconded by TO.

10 New Walks Report from Links..Request from Clifford House (SL)

Bolehills Park (Link NR) Numbers still reasonable and a new leader is now in place. This walk is working well and there are no problems.

SWFC: (Link NR) Looking good in terms of numbers and attracting locals, which is good for both Hillsborough walks.

City Centre: (Link SL) Low numbers but we have confidence this walk is ready to activate, it is encouraging to see they are planning routes and VWL rotas.

Clifford House: SL has been contacted by Clifford House which is attached to St Lukes, and who provide activities, therapies and social opportunities for patients, carers and anyone affected by a terminal illness – they want to provide a health walk but only operate for 40 weeks per year and have not yet confirmed to us whether their venue will be available to us for the 12 weeks when the building is closed to clients.

Firshill Walk – This walk, which has just two leaders and 6 walkers on the register, differs from all the other walks in that there is no opportunity to socialise. 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.

11 New Walks Programme Leaflet (SL)

SYPTE have kindly offered to fund another print run of our programme leaflets and have proposed the next one should be a bi-fold leaflet, to fit in extra information about the new walks which will be assigned a key symbol to indicate their provisional status.

12 Request to Establish a Social Media Account (All)

Richard Pilgrim SYPTE gave a brief presentation on the ways in which various social media platforms can be used, and recommended that we look into developing a social network strategy. Agreed to ask John Brookes VWL to come and speak to the Committee and to invite the Administrators of Crystal Peaks and Graves Leisure Facebook groups and any VWLs with an interest. Meeting to be arranged prior to the AGM.

13 Student Placement. Feedback from 2018 and Ideas for 2019 (All)

TO said the exercise had gone well and the walks they attended had given them all the information they needed to meet their course criteria. However, what we learned from last year is that these students need more supervision and also they often have jobs outside of Uni, therefore this year they will receive a weekly tutorial giving us and them the opportunity to ask questions and give/receive help. For 2019 placement they 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.

14 Any Other Business (All)

Christmas Tree Festivals: Both Stocksbridge and Grenoside groups said they would like to decorate a ‘SoS’ tree for their local church with knitted miniature walking-related decorations. Some samples made by Gwyneth at Handsworth walk were circulated to the Committee and much admired. Our thanks to this volunteer for her time and skilled handy work. There is no cost to SoS or any likely income but the trees will help to raise our profile.

Sheffield Mind: Rob Horsley Head of Operations came to Bramall Lane walk for an insight into our project. SL had provided him with a letter in support of his funding bid.

South Yorkshire Physical Activity Symposium: Taking place at Sheffield Medical School on 18th May 8.30-6pm and volunteers are required to cover our table for 2 hours at a time. A request to be circulated to all VWLs.

Julie Roberts request for dry venue for Networking Meetings: Julie's thoughts were that having a bar available for alcoholic drinks at our social events sends out the wrong messages for an organisation that is promoting good health. All points Julie had raised were considered by the Committee but rejected unanimously on the grounds that it was up to the attendees themselves whether they chose to purchase a soft or alcoholic drink or a hot beverage. It's not our place to dictate either way and the choice should be left to the individual. SL to contact Julie with our conclusion.

Sheffield Walking Festival: SL is delivering the Round Sheffield Walk on behalf of SoS on Saturday 21st September 2019 which this year will be a challenge for walkers to drop in and out where they feel appropriate. VWLs will be asked to join in if they wish and may accompany walkers back to city centre or local transport.

Fund Raiser – Tall Stories from Short Walks: We are to talk to our walkers and gather short stories of humour and interest and collate these into a booklet. Further discussion will follow.

Carol Knightley: Carol stood down from her Helpline duties in January 2019, this will be covered at the AGM. The time she had given to this responsibility was acknowledged by the Committee and she was thanked for her continued support over the past 2 years. All other members present will stand for re-election.

15 Date, Time and Venue of Next Meeting

Date of next Committee Meeting (MCM 15) Monday 10th June 2019, 2:00pm at SYPTE, 11 Broad Street West, Sheffield, S1 2BQ

The meeting closed at 3:50pm.