

**Red Rope:
Minutes of NC Meeting held in Birmingham 26th November 2011**

Present: Dave Doody (IT Officer), Steve Wright (Membership Sec.), Sherry MacLiver (National Treasurer), Chris Drinkwater (BMC Rep.), Janet Saunders (Coventry and Warks./Publicity), Adrian Jones (Nat. Sec.), Don Kinnibrugh (Ramblers & Campaigns officer), Barbara Segal (Bristol/South-West), Ian Cutts (Bristol Web Development Group, for Item 5.1)

Item No	Minutes	Action
1	Welcome, Introductions and appoint minutes taker Chair - Janet Saunders. Minutes - Barbara, Adrian	
2	Apologies for Absence Rebecca Bates (Nat Trips); John Dickie (Trip Treasurer), Shelagh Clarke (London Red Rope Rep), David Symonds (Bulletin Editor).	
3	Minutes of NC meeting Sheffield 25 June 2011 The minutes of the last NC meeting were accepted.	
4	Matters Arising from previous minutes (unless on this Agenda) There were no matters arising other than those already on this agenda.	
5	<p>Reports from officers:</p> <p>Report from Website Development Committee Ian Cutts (Web committee)</p> <p>Web Development Group. The group had met twice and submitted a written report; their scope of work is attached. Ian reported on the approach taken by the group and highlighted some aspects of the report. The group expected to be able to produce a draft specification, including a mock-up of a front page, by January 2012.</p> <p>Queries/comments/concerns were raised about the following aspects of the web site:</p> <ul style="list-style-type: none"> • The previous web group had already produced a structure and this should inform new design • Mechanism needed for linking with the existing membership database (SW comment: or replacing with online system) • Ease of updating by club officers – this needs to be as simple as possible • Administration of a members only area due to issue of manpower for security maintenance • Look and feel of regional pages – should be standardised and ‘branded’ or not? • Implementation. This would be quite complex if it included all the facilities on the ‘wish list’ and would cost considerably more than the £1000 budget. • Future-proofing. Design should allow for 	

	<p>incremental development and possible future changes to structure.</p> <ul style="list-style-type: none"> • Design to allow for joining the club and renewing membership, implying two-way link with membership database and compatibility with PayPal or alternative electronic payment system. • Issues of hosting, managed hosting and consolidation of the existing Red Rope domains (redrope.org, redrope.org.uk and redrope.co.uk). <p>The NC was impressed by the speed with which the group had embarked on their task and thanked them for their work to date.</p> <p>Actions: Ian to liaise with Dave Jeffries over domains and hosting; Janet to circulate structure/content produced by previous web group to NC members; Current web development group to report to the NC by the end of January 2012.</p>	Ian Cutts
	<p>National Secretary Adrian J See below AGM</p>	
	<p>National Treasurer (admin) Sherry Mc Sherry had circulated a set of accounts for July- November, 2011, accounts for the AGM 2011 and a draft budget for 2011/2012. The following items were highlighted:</p> <ul style="list-style-type: none"> • The AGM had made a small surplus overall but the bar had made a loss • £1000 had been transferred from the national trips account to the admin account and the Manchester region had contributed £100 to central finds • Costs for printing and distributing the MIS were too high, and in large part unnecessary. It was agreed to have another push at getting members to sign up for the electronic version. The budget for the MIS had been reduced on the assumption that this would be successful. • Sub-group expenses were expected to fall due to the finalisation of the agreement with LMC and the location of the new web group in a single region. <p>The budget for 2011/12 was accepted in principle.</p> <p>Action: Steve, Barbara and Dave Jefferies to liaise over getting more members to move from paper to electronic MIS.</p>	Steve, Barbara and Dave Jefferies
	<p>National Trips Treasurer John Dickie Not present, nothing to report or discuss.</p>	
	<p>National Trips Secretary, Becky Bates Written Report - both Feb trips are full 3 months in advance - 23 bookings - trip booking form amended - trip organisers pack update to be drafted for March meeting</p>	Rebecca B

<p>Membership Secretary Steve Wright, Steve circulated a comprehensive written report. Overall Membership numbers had barely changed since the last meeting. Between 25 and 30 members (approx 10%) had failed to renew since July, with an equivalent number of new members joining. Lists of lapsed members would be circulated to the regional membership contact.</p> <p>Steve expressed concern that the list of regional contacts may not be up-to-date.</p> <p>A modified version of the membership application form had been circulated, based on changes discussed at previous meetings. Final changes to the wording were approved, aimed at encouraging members to allow for their contact details to be made available to other members for the purpose of organising club activities, while retaining an opt-out for those who weren't happy with this.</p> <p>Actions: Adrian to contact regions to ask for any updates to regional contact or treasurer. Steve to circulate final version of the membership form to the NC, for Dave D to put on the web following approval. Sherry to ask Nick Kempe for contact details of the three signatories of the Scotland West bank account, none of whom are current members. Will attempt account closure</p>	<p>Adrian Steve Sherry</p>
<p>Bulletin editor Dave S Not present, but made a verbal request for copy for the next edition. It was suggested that we should increase the print-run by 50, so as to have copies available for publicity. David to find out what this would cost.</p> <p>Action: David to find out cost of an additional 50 copies.</p>	<p>Dave S</p>
<p>MIS Editor Mark Wallis Not present and no report. A version of the MIS with personal contact details removed now appears on the web-site.</p>	
<p>IT Officer. David Doody. Nothing specific to report. Has put MIS on the web.</p>	

<p>Training officer. Mike Hargaden Not present and no written report. Mike had organised a number of navigation training activities which had been well-received, but had been less active in other areas. Members of the NC were concerned that he had not been in touch. It was suggested that it might be time for a repeat of the First Aid course held in Autumn 2009, and attention was drawn to the programme of BMC subsidised courses, which were excellent value.</p> <p>Action: Adrian to contact Mike to find out whether he wished to continue in the role and ask for an update for training plans.</p>	Adrian
<p>BMC Contact Chris D Based on input from a few members, Chris had circulated a draft club response to a BMC survey about the relationship between the BMC and hill-walkers. He was congratulated on the draft, which was approved for forwarding to the BMC. One additional point raised was the possibility of modifying the home-page of the BMC web-site, so as to make it clear that the club offered something for hill-walkers as well as climbers and mountaineers</p>	
<p>Publicity Position vacant, publicity was however discussed, Dave S is looking into the cost of printing 50 additional Bulletins for ad hoc circulation as publicity; (discussed under Bulletin). Attendance at the Ramblers AGM in April 2012 will serve as a publicity opportunity. David S has also circulated a draft poster for display at the Lockerbrook Woodcraft Folk Centre .</p>	Dave S
<p><u>Ramblers / Campaigns Report Don K</u> Don circulated a comprehensive written report. The following points were highlighted:</p> <ul style="list-style-type: none"> • The next Ramblers General Council (AGM) will be held in Leicester on 21/22 April 2012. It was agreed that we should be represented, and it was hoped that at least one local member could accompany Don on each of the two days. Adrian expressed an interest in going. • As part of a new web-site the Ramblers will have an extended WALKFINDER facility, listing walks by area. There was a possibility that as an affiliated organisation we could publicise our walks through this. However, it was felt that Red Rope walk descriptions were unlikely to conform to the Ramblers format, and that our programmes would not be available far enough in advance for this to be practicable. • The Open Spaces Society (to which Red Rope is affiliated) has changed its legal status, as a result of which Red Rope will become a ‘member organisation’ and will need to have an ‘appointed representative’. <p>Don had also arranged for Red Rope to be granted an ‘Exemption Certificate’ in respect of the Public Health Act</p>	Don, Adrian

	<p>1936, which would allow us to book small camp-sites outside the peak camping periods without the need for the site owner to apply for a licence from the local council.</p> <p>Action: Don to draft a short piece on the Exemption Certificate for circulation, possibly into the Bulletin.</p>	Don
	<p>Gear Coordinator Adrian O’C Not present and no report or discussion.</p>	
	<p>Development and Recruitment sub-group No action since previous NC. The group as such no longer existed, but various initiatives were on going. David Symonds had circulated a draft poster for display at the Lockerbrook Woodcraft Folk Centre. Barbara would feed back comments from the meeting.</p> <p>Steve raised the idea of offering help with recruitment to regions, particularly those with a small number of members. It was reported that some local groups (eg Bristol/SW) had been increasingly active in recruiting members. Steve, Janet & Barbara expressed an interest in helping in this area, but without taking on a major responsibility.</p> <p>Action: Steve will take a lead role on this, first discussing with Janet and Barbara what support would be appropriate and how it could be provided.</p>	Barbara Steve, Janet, Barbara
	<p>Others who may attend/Regional Reps None</p>	
6	<p>Hut update (Dave Fisher) Dave has contacted Nigel Lyle at the LMC to make an initial introduction and open up dialogue and is awaiting a response. So at the current time, there appears to be no issues arising that needed to be passed onto the meeting. The situation stands as it did subsequent to the last AGM. We still need to know from the LMC when they need RR hut funding contribution – Dave to peruse with LMC. Adrian to contact Dave to organise a hut sub committee meeting sometime in the new year.</p>	Dave Fisher Adrian
7	<p>AGM 2012 <u>Dates, Accommodation.</u> Thorpe Farm bunkhouse, Hathersage, was a very satisfactory venue for the 2011 AGM, and cheap. So it was agreed to return there for 2012. Dave Doody to book, weekend of 21/22 or 28/29 September 2012 depending on availability.</p>	Dave D
8	<p>Scotland Regional Group (East & West or combined?) It was agreed that this group should remain combined at present, there was no particular advantage in splitting up despite the large geographical spread. This appears to suite the current membership.</p>	

9	<p>Payment methods (ref AGM) Use of Paypal for payment of the annual membership fee was discussed. They charge for this service on a sliding scale and using their current fee scales, Paypal fees would add 50p to the current A band, and £2 to current H band. This was not thought excessive in view of it being an easier and more efficient payment method than the current system. The NC agreed that members will pay the Paypal costs within their membership renewal fee as and when this is set up with Paypal.</p>	
10	<p>Forming an Eastern Region. The 4 RR members in the Norwich area wish to form their own Regional Group, as they are a fair distance from other RR regional groups. The NC agreed this a good idea and that Becky should contact them to advise how to go about this.</p>	Becky
11	<p>Report back from BMC Clubs seminar Sherry attended the BMC club seminar, 22 October 2011. Matters discussed included, running effective meetings, legal aspects of club management, improving recruitment and retention, and the BMC insurance scheme. This was found very informative and many aspects were useful to RR. Full notes on the seminar are attached. Sherry suggested that the June NC could be held at the BMC Manchester offices – that would give an opportunity to meet the BMC officers. Sherry to peruse this possibility.</p>	Sherry
12	<p>Payments by non members Clarification of this has been requested by the regions and was discussed again. The June 2011 NC minutes were</p> <p style="padding-left: 40px;">1) <i>National trips and training sessions only open to members; non members not allowed or need to join before trip. <u>NC agreed this</u></i></p> <p style="padding-left: 40px;">2) <i>Regional trips currently charge non members E + 20% Suggested revisions:-</i></p> <p style="padding-left: 80px;">a) <i>E band + 50%</i></p> <p style="padding-left: 80px;">b) <i>H band + 20%</i></p> <p><u><i>NC agreed on 1st trip to be charged to non members as E band. second and subsequent E band + 50%. Effective from 1st January 2012.</i></u></p> <p><i>[Note to minutes – agreement to item 1 (non members are excluded from national trips) implies item 2 can only now apply to <u>regional</u> trips]</i></p> <p style="padding-left: 40px;">3) <i>Activity day event non-member participants get the first 2 or 3 free to find out what our events are like.</i></p>	

	<p><i>After that they should pay (say) £5 for each subsequent event. <u>NC agreed</u>, but details to be a local decision.</i></p> <p>It was also agreed that non-members could attend no more than two trips before joining. Also, non members should pay something on day walks for insurance, the amount to be decided by the regions. (some advice will be given to them on this).</p> <p>Barbara to circulate a note on this for NC approval, then it will subsequently be circulated to all regions for a review and action.</p>	Barbara
13	<p>Regional accounting Some of the regions are not submitting their accounts in a timely manner, if at all, to the National Treasurer – as they are required to do annually by the Constitution. The National Treasurer is also obliged by the Constitution to have an annual meeting with the Regional Treasurers. The regional treasurer contact list is also proving difficult to keep up to date, as some of the regions fail to communicate when asked to do so and to notify any changes.</p> <p>Actions Adrian to send Sherry latest list of regional treasurers as it stands</p> <p>NC to consider deleting the requirement for an annual meeting, though no decision was made on this.</p>	Adrian
14	<p>Banding Sherry proposed (for discussion at next NC) the possibility of widening out the banding, up to a proposed K band, this is to reflect the wide reach of the current H band. A table was presented illustrating the basis for this. No time to discuss in detail – item for next NC Agenda</p>	
15	<p>Any other business. None</p>	
	<p>Next NC Meeting Type: National Committee Date: Saturday 3rd March 2012 Venue: Quaker Meeting House, 16 Queens Road, Leicester. LE2 1WP</p>	

Report on BMC Clubs Seminar Meeting 22 October 2011
Sherry McLiver attended on behalf of RR

Ist meeting independent of Huts Seminar. Will be held every 2 years

BMC Clubs Committee: secretary Martin Kocsis

Formed 2009 comprising 10 regional reps, 2 reps of National clubs and 2 (vacant) from student clubs. Meets 5 times a year. Has commissioned subsidised training events and conducted survey. From 300+ associated clubs there were 150 respondents of which 50% were mountaineering, 25% walking and 25% climbing

http://www.thebmc.co.uk/bmcNews/media/u_content/Martin.pdf

Make every minute count – running effective meetings

This was rather a waste of time. Suggested that if AOB item lasted more than 2 minutes should be on next agenda, with a paper attached

Legal aspects of Club management

Duties to members should be enshrined in Constitution

Officers typically elected for fixed term (stipulated in Constitution)

‘Unincorporated Association’, governed by rules laid down in Constitution. Unlimited liability. Officers are covered for actions authorized by the Club, so indemnified by all the Club, not individually liable.

Incorporation – Guidance is to be issued by BMC Clubs Committee

‘Model Rules’ available on BMC website e.g procedure for expulsion – “due process” should be embodied in Constitution otherwise cannot expel

Helpful if rules give officers discretion

Should contain procedures for changing/adding rules

Vicarious risk – responsible for activities/actions of someone else – so take ‘reasonable care’ e.g. in establishing competency of trainers engaged by Club: difficult to measure – look for appropriate experience and qualifications. A member who is volunteering expertise doesn’t need professional indemnity cover

If club advertises walk with leader, experienced without qualifications, committee must ensure leader has relevant experience and is competent. It is then the responsibility of the leader to lead responsibly. However, title is not considered relevant – it is the nature of the responsibility that is looked at, not the title. [In Europe, under Napoleonic Law a leader is assumed for every group and the court may decide who was the leader]

BMC Clubs Insurance provides cover for members of BMC for civil claims against them and manslaughter, the only criminal action covered.

In a claim for negligence, the claimant has to have suffered injury and the causer has to have had a duty of care towards the claimant. ‘Reasonable care’ is the test.

Prospective and New members – covered for Insurance for 1st 3 months if on clubs database. However, see MCoFS advice.

Taster sessions – if a nominal payment is made and called an ‘aspirant member fee’ then covered by insurance

Child Protection – BMC CP Policy on website. BMC can arrange CRB checks for £10 (very cheap)

Improving Recruitment and Retention

Results from survey - 10% turnover seems typical

What works:

- Providing incentive to renewing on time. Withdrawing member access to website if don’t renew

- Direct debit – Clubs Committee considering implications (cost) and assistance it can provide
- Establishing links with local University Clubs
- Articles in local paper
- Adverts in Climbing Walls
- Beginners Meets/training is most effective e.g. Cwm Glas Mawr uses experienced Club members for navigation skills, walker to climber, second to leader training. Only for 18+ Club members, ratio 2:1. U18 only with Club Member parent

BMC Insurance Scheme

Covers liabilities under civil law and manslaughter under criminal law up to £10million
Negligence based – for when you are at fault. Includes Directors and Officers liability if negligent, advice (training) within Health and Safety, Libel and Slander and abuse – duty of care, bullying. Every member of the Club is covered, so can claim against each other.

Not covered

- Employers Liability i.e. if tell what to do and how to do it. Payment irrelevant e.g. Hut working party – grey area. Prudent to pay extra £50 for cover
- Acts intended to cause injury
- Damage to own property
- Personal injury to yourself
- Where there is not any legal liability
- Criminal Acts

Advice

Follow Constitution, especially with respect to Human Rights legislation i.e. disciplinary code and the rules of natural justice

In January a full copy of the policy wording and FAQs on BMC website

From MCofS website

2.3 Are guests/non-members on our meets covered by the policy?

In general terms, if a non-member participates in a club event, s/he is not personally covered by the insurance. If that person causes a claim to be made s/he can be sued on a personal basis, or the club can also be held responsible and may be brought into legal action. CLI will cover the club, its officials, and its members and the event only. The non-member is not covered in his / her own right and therefore, should that person (who is uninsured) be the subject of a claim by a member of the club (who is insured), the member who brings the claim may be unable to receive any damages awarded, due to the lack of insurance held by the non-member if they are unable to pay the damages.

There will be occasions when non-members will wish to attend a meet as a guest before they decide whether they wish to join the club. In this context we have agreed with our insurers that a guest may participate up to twice before s/he should be registered with MCofS for

insurance purposes. There is automatic cover for the club when individuals participate in club events on a guest or trial basis. The club is indemnified for liability and the individual guest has insurance in his / her own right in respect of these two “taster” sessions. If a guest continues to participate with the club on a regular basis, however, they should be made either a prospective or full member, and the relevant subscription sent to the MCofS.

However also:

Guests – Social Events

Cover for a club is included in respect of its liability to guests who attend social functions, or who accompany members on activities such as an occasional family walk organised by the club. However, cover is not provided for a guest’s personal liability.

Prospective Members on Meets

Cover for a club is extended from two to three ‘taster sessions’ or meets for prospective members. However, cover is not provided for a prospective member’s personal liability.

New RR Website Scope of Work

The Red Rope 2011/12 project to create a new national website

Scope of work – Version 1.0 codified on 25/10/2011

The web site must have the following facilities:

- 1) Provide the facility for club officers to change their relevant areas and restrict the abilities of others to alter content in those areas; there will also be overall technical control from elected officers.
- 2) As a club we would like our site to be at the top of the search engine lists for relevant search terms
- 3) As a member I want to be able to access full details of each club event and have access to all the internal resources
- 4) Public area – as a casual browser I would like to see info about the club including a full program of events/activities – presented in an anonymized fashion
- 5) Regional pages
- 6) As a potential member we want to join the club through the site.

The web site should have the following facilities:

- 7) As a member we want to go to the site and renew membership and pay for that renewal

It would be nice if the web site gave us:

- 8) Links in/out to relevant organisations
- 9) We will use the existing membership data
- 10) Give members the ability to book onto trips and make the payment
- 11) As a trip organizer have the ability to monitor bookings
- 12) As a member I would like to book bed nights in the LMC huts

Items not turned into scope items as yet:

- 13) CRM
- 14) Investigate how to provide the facility to make payments through the site
- 15) Layout – look and feel
- 16) Information content – mission statement