

Harrow and Wembley Outdoor Group

Notes of Annual General Meeting (AGM) Thursday 15th October 2015, 8.30 – 9.30pm
Our Lady & St Thomas Of Canterbury R C Church Hall, 22 Roxborough Park, Harrow, HA1

Welcome and introductions

The Committee members welcomed attendees and introduced themselves.

Jeanette B, Social Secretary, sent her apologies.

Review and acceptance of Minutes from AGM held on 16th October 2014 (download [here](#))

The Minutes were accepted.

Review and Acceptance of Accounts from Previous Years

Jeff R presented the unaudited accounts for the year ending the 30th September 2015.

The group is in a strong financial position with a net surplus of £255 this year and total assets of nearly £6,000.

Membership income is up 14% due to new Members. The increase in income is not as great as the increase in membership, as many of the new Members joined later in the year and so paid a pro rata fee.

Casual membership income is less than last year. A larger number of people paid the smaller single month casual fee, but the difference is mainly because two people rather than three paid the full year casual fee.

The audit for 2012/13 has been completed and signed off by Mike S. There is some adjustment needed in the presentation of figures, and so the accounts for 2013/14 and 2014/15 will need to be revised accordingly prior to audit by the auditor. Jeff will confirm name of auditor as unsure if Martin is still available.

Jeff R stated that he would be standing down as Treasurer, but was happy to stay in post to see through the audit process and then hand over to a new post holder.

Jeff R asked to have access to online resources until the handover was completed. The group agreed to this request.

Brian G raised the issue of security of funds in PayPal. It was agreed that this issue would be considered further by the Committee.

Clare A queried where Meetup payments were recorded. Jeff R had not accounted for these separately. Jeff R will revise the figures to show Meetup payments as a separate expenditure.

The Committee gave a review of the year.

- HAWOG finished the year with 111 full Members, an increase of 55 on the previous year. This is made of up 41 existing members, and 70 new Members. This increase is largely due to the use of Meetup to extend the reach of the group.
- There are 11 Casual Members.
- It is very important for event organisers to collect full contact details from 1st time attendees at events. Some event organisers have not yet provided contact details for potential new members at their contributing events.
- All new full Members receive a welcome email from the Membership Officer.
- All attendees to their first event receive a follow-up email from the Membership Officer to thank them for attending the event and encouraging them to join HAWOG.
- There are monthly social events held in Harrow, including skills training sessions.
- The Committee published an Event Planning Guide for Members on the website.
- The Committee are very grateful to all Members who have provided their contributed events to date.

Attendees asked if new Members could be made aware of the email groups offered via HAWOG. The Committee agreed to add this information into the welcome email for new Members.

Actions:

- The new Committee will consider risk mitigation regarding PayPal and report back to Members by December 2015.
- Jeff R will revise the expenditure figures for 2014/15 to show Meetup expenditure separately.
- New Members to be given information on the different email groups offered by HAWOG in the welcome email.

Election of Committee Members

- Chairperson

No nominations, post remains vacant.

- Secretary

No nomination, post is now vacant.

- Treasurer

Jeanette B and Brian G nominated Leo S to this post.

- Programme Planner

Amanda R and Phil J nominated Claire A to this post.

- Information Officer

Claire A and Brian G nominated Phil J to this post.

- Publicity Officer

No nominations, post is now vacant.

- Social Secretary

Claire A and Humay nominated Brian G to this post.

- Membership Officer

Cathy T and Jeff R nominated Mike S to this post.

Action:

- The Committee seek further nominations for the vacant posts.

Discussion and Voting on Membership Fees

- Basic membership fee

This will remain at £28.

- Full year casual members fee

This will remain at £75.

- Monthly fee for casual members

This will remain at £10.

- Nomination and voting on donation(s) to charity

The Committee will consider suitable charities for a donation at their next meeting.

Action:

- The Committee to agree upon a donation to a relevant charitable cause.

Any Other Business

A number of rejoining Members have still not provided their YHA membership number to the Membership Officer.

Action:

- The Committee to look at sanctions for full Members who have not yet submitted their YHA number.