

**Minutes of the Step out Sheffield AGM 2017**  
**held at The Circle, 33 Rockingham Lane, Sheffield, S1 4FW**  
**at 2pm on Monday 15<sup>th</sup> May 2017**

**In attendance:**

42 Volunteer Walk Leaders:

Sue Lee	SL	VWL (various walks) <b>Chair</b> and Cascade Trainer
Sharon Cassinelli	SC	VWL (Richmond) <b>Secretary</b>
Tony Oxley	TO	VWL (various walks) Area Link (East)
Janet Hilbert	JH	VWL (Handsworth)
Francis Feeley	FF	VWL (Pitsmoor) Area Link (North)
Dan Murphy	DM	VWL (Graves Park) <b>Database Manager</b>
Diz Feeley	DF	VWL (Pitsmoor) <b>Treasurer</b>
Elizabeth Birks	EB	VWL (Gleadless) Area Link (Central)
Margaret Hibberd	MH	VWL (Handsworth)
Pat Scholey		John Simpson
Howard Winwood		Brenda Anderson
Mary Dakin		Jean Fawkes
Mike Stern		Brian Brown
Trevor Morris		Anna Scislawska
Carol Knightley		Joy Fell
Margaret Jackson		Peter Griffin
Robert Wardle		Sheila Sale
Fran Laws		Carol Lowe
Ken Crowder		Keith Willey
Marcia Nash		
		Harry Ward
		Joy Barlow
		Gill Stern
		Val Ellis
		Beryl Bonet
		Jennie Fulleylove
		Lynda Hales
		Patricia Langford
		Audrey Crowder
		Barbara Dixon

Also in attendance: 2 Walkers - Sheila Gladwell and Stephanie Barker

## 1 Welcome and Introductions

The 20 or so people who formed a Steering Group when our paid co-ordinator, Tina Moores lost her job in March 2016 were acknowledged. This group was responsible for taking up the challenge to rescue Sheffield's Health Walks and for arranging for the transfer of responsibility from Activity Sheffield to Step out Sheffield, a completely volunteer-led organization. The current 'acting' committee was introduced. These were the officers and committee members appointed by the steering group to manage the scheme until the first AGM. There were also two special guests, Charlene Simon, Development Manager from Walking for Health, and Andy Picken, a 'Move More' champion, both of whom gave presentations after the AGM section of the meeting.

## 2 Apologies

30 Volunteer walk leaders including:

Richard Lee	RL	VWL (Graves Park, Ecclesall Woods) <b>Website Manager</b>
Nigel Ross	NR	VWL (various walks) <b>Funding Manager</b> Area Link (West)
Malcolm Hill	MH	VWL (Owlthorpe)
Kirsty Armstrong	KA	VWL (Norfolk Park) DrinkWise AgeWell
Jeni Smith	JS	VWL (Ecclesall Woods) Area Link (South West)

## 3 Formal Adoption of the Constitution

In July 2016, Keith Levy from Voluntary Action Sheffield very kindly helped SoS to draw up an appropriate Constitution. This was adopted by the Steering Group on 15<sup>th</sup> August. On behalf of the Acting Committee SL proposed that the Constitution, as adopted on 15<sup>th</sup> August 2016 by the Steering Committee, be formally adopted by Step out Sheffield. Proposal seconded by Francis Feeley, and carried unanimously in favour by a show of hands.

## 4 Acting Chair's Report/ Step out Sheffield 2017 Annual Report

Copies of the Annual Report were circulated to all VWL's prior to the AGM and it was acknowledged that SoS would not be in the current excellent position without the unswerving support of the Volunteers. Thanks were noted on record to **all** VWLs for making **SL** so welcome on her monthly or quarterly visits. It has given Sue great pleasure getting to know volunteers better, to meet some of the lovely walkers, and to see their inspirational work at first hand. To bottle and sell the feeling of well-being the walkers get from their weekly walks would make a fortune!

One of the most satisfying results of this year's report is that numbers on almost all walks are increasing. One of the reasons for this is promotion and publicity. SoS is a completely volunteer led organisation on a miniscule budget. Our main rivals (running, cycling and leisure facilities) typically have budgets in excess of £million, plus staff in charge of promotion and publicity, but whilst bike-riding and Park Runs continue to enjoy the lion's share of local publicity, the profile of SoS is definitely on the rise. Watch out for the Move More month publicity in the local press. The SoS challenge is to collectively walk sufficient miles to cover Sheffield to Mumbai, to hopefully capture the imagination and net us some column inches!

Another big positive from the past 12 months is that we are now working much more as one big city-wide scheme. Previously we were 24 separate walks, all doing what they did very well indeed, but with very little overlap. The introduction of quarterly networking meetings and, more recently, of quarterly social meetings, seems to have been successful in that it is gradually bringing us together as one big city-wide scheme.

We couldn't have got where we are today – with several awards under the belt, including a National Award from the Ramblers, without the committee. 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 scheme run smoothly and to help raise our profile. Sue thanked the committee for the 'extras' they do for Step out Sheffield, for their enthusiasm and motivation, and for the magnificent job they had done over the past year.

## **Formal Adoption of the Annual Report**

SL proposed that the Annual Report 2017 be formally adopted by Step out Sheffield. Proposal seconded by Brian Brown, and carried unanimously in favour by a show of hands.

## **5 Funding Manager's Report**

Nigel Ross was unable to attend, his report had been circulated and was presented by SL. It showed that income to the end of March 2017 came mainly from charitable awards, Sheffield City Council Ward Pot fund and the Big Lottery Fund. The total income was just over £10,000. By contrast the expenses were modest, at £2,600. For a breakdown of exactly what sort of expenses we incur please refer to page 3 of the report attached. Due to having such a modest turnover there is no need for a full audit of the accounts. However, for the purposes of transparency the books have been scrutinised by a suitably qualified person. This person was Mr Tim Fuller BSc. (Eng) Hons., C.Eng., M.I.C.E A Chartered Civil and Structural Engineer.

## **6 Formal Adoption of the accounts**

SL proposed that the Financial Report for the year 2016-2017 be formally adopted by Step out Sheffield. Proposal seconded by Diz Feeley, and carried unanimously in favour by a show of hands.

## **7 Independent Scrutineer for the 2017/18 Accounts**

SL proposed that arrangements be made to have the 2017-2018 accounts scrutinised rather than formally audited, and that the Committee appoint a suitable scrutineer. Proposal seconded by Mary Dakin, and carried unanimously in favour by a show of hands.

## **8 Election of Committee**

According to the SoS 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 Secretary received 10 valid nominations, as follows:

Sharon Cassinelli, Margaret Hibberd, Janet Hilbert, Carol Knightley, Richard Lee, Sue Lee, Dan Murphy, Tony Oxley, Nigel Ross, Jeni Smith.

As an election was unnecessary SL proposed that these 10 people be appointed to the Management Committee with immediate effect. Proposal seconded by Marcia Nash, and carried unanimously in favour by a show of hands.

## **9 Election of Officers**

**Treasurer** – one valid nomination – Nigel Ross

As an election was unnecessary SL proposed that Nigel be appointed as Treasurer with immediate effect. Proposal seconded by Beryl Bonet, and carried unanimously in favour by a show of hands.

**Secretary** – one valid nomination – Sharon Cassinelli

As an election was unnecessary SL proposed that Sharon be appointed as Secretary with immediate effect. Proposal seconded by Brian Brown, and carried unanimously in favour by a show of hands.

**Chair** – one valid nomination – Sue Lee

As an election was unnecessary the Secretary proposed that Sue be appointed as Chair with immediate effect. Proposal seconded by Beryl Bonet, and carried unanimously in favour by a show of hands.

## **10 Any other business**

For our awareness, the Ramblers had shared information about a free British Red Cross app that is available for download which gives instant access to simple first aid advice, in cases of emergency.

Dan Murphy informed all about free courses at the Northern College, further information will be forwarded to VWLs for their perusal, along with booking instructions.

## **11 Close**

The AGM closed at 2:25pm and was followed by excellent presentations from Charlene Simon of Walking for Health – supporting you to get active and stay active.... and Andy Picken from Move More – re-engineering exercise back into people's lives.