

Minutes of the Committee Meeting of the Student Cross Association, held on Saturday, October 7th 2017 at Holy Cross Priory, Leicester at 11.00 a.m.

Present: Kathryn Arblaster (Chair) Jonathan Riley (O.E.M. Vice Chair)
Juliet Brien (OEM) Brian Roberts (Oxford)
Sarah Browncross (co -G.O.D 2017) Peter Rodgers (Midland)
Clare Byrne (Treasurer) Jacque Ryan (London)
Cathy Case (Northern) Damien Sweeney (Trustee)
Michèle Crawford (Trustee, Sec) Fran Tomlin (Kettering)
Judith Gibbons (Ely) Helen Vale (Peg)
Craig Ince (OEM) Murray White (Trustee)
Paul Fay (Trustee) Andrew Wilson (OEM)
Lisa Macdougall (representing Wensum) Sean Ring (Easter)
Maeve McCormack (G.O.D. 2018)

1.
1. Apologies: Alison Gelder (Essex); Una Moran (Trustee); Steve Simmons (O.E.M.) Gabrielle Awre (Wensum)

2. Minutes: The Minutes of the Committee meeting in Elmham House on Holy Saturday April 15th 2017 had been circulated. It was proposed by Sean Ring, seconded by Juliet Brien and passed nem. con. that these minutes be accepted. Any Matters Arising will be covered in the main Agenda.

3. Financial matters:

a) Clare reported that the balance at 31st August 2017 was £13,104.28p. The estimated balance at 28/2/2018 is £15,848.28p, not including Gift Aid or new donors.
Estimated regular income is £5,457 + Gift Aid.
Disbursement 2017 was £5,457.50; a total of 102 pilgrims helped.
Clare was thanked for her work on disbursement at Easter 2017.

b) Leg Accounts: Clare has received some Leg accounts and will be checking by the end of October and updating the Trustees. Leg reps are asked to check whether their leaders have already sent in their Leg accounts, and if not, to send them in to Clare, who may be contacted via the website link.
It was suggested that the SCA could gather advice and guidance on financial matters to help Leg Leaders, especially those new to leadership teams.
It should be made explicit at Leaders' Weekends that G.O.D. can put Leaders in touch with the SCA who can help. Damien will create and give G.O.D. a list of areas where advice or expertise can be sought.
(see Section 9c of these Minutes)

Clare has to assure the Trustees that grants go to needy pilgrims as evidenced by the "cost per walker" shown in the Leg accounts. If a Leader needs extra assistance, Clare can help.
Legs should be using a Leg account and not personal accounts and a Leader and/or Treasurer must have access to the Leg account so that cheques may be given at Walsingham,.

c) Disbursement

Trustees are required to decide how much may be disbursed and it was decided to keep to last year's figures:
Unwaged: £65; Low waged: £30; Family low waged: £30 + £15; Family unwaged: £70 + £35*
(* A slight administrative blip caused the wrong figure to be reported in the meeting; the Trustees are pleased to confirm that these are the grants agreed for unwaged families)
This will be reviewed annually and decided at the Trustees' meeting.
Clare reported that the **current model** is working well and seems to be meeting need.

Bursaries are still available for additional assistance where needed. For example, in a Bursary for an unwaged pilgrim, the Trustees may award up to 50% of the unwaged walker price.
Bursaries for travel costs may be claimed through Leaders and shown in Leg accounts.
Leg reps should see a copy of the explanatory letter sent to the Leader and the Committee.

Clare may send out a Google document at the beginning of Lent to ask for numbers in each category; Murray provides regular updates on numbers and categories from the online booking forms, but people can drop out after booking, so it is essential that Clare is kept informed by Leaders. Reps are urged to make sure that Leaders are informed about the amounts for each category, so that they can set budgets.

d) It was suggested that G.O.D. accounts, independently examined rather than audited, might be posted alongside the SCA accounts at Walsingham. SCA accounts run from January to December; perhaps G.O.D. accounts would need to be to July 31st.

4. Demographic analysis

Murray reported that the central booking system has given us data, not taking account of last minute changes; The overall numbers for 2016 and 2017 are almost identical and although the money given in 2017 was less for various reasons we are more accurately targeting the unwaged and low waged in the right direction.

- * The online booking system - now done for 2 years - allows better data tracking
- * Main caveat is figures don't take account of late or on-the-week dropouts

- * Overall numbers remained almost identical (304 > 306)
- * Positives: Waged walkers up 12%, Low waged walkers up 14%, Families up 4%
- * Negatives: Unwaged walkers down 20%, Students down 19%
- * New walkers down 16%, new students down 29%
- * Students accounted for only 22% of adult legs, or 15% of all walkers
- * Families now account for nearly 2 in 5 pilgrims (39%)
- * Significantly more children (62) than students (42)

SCA Grants

- * Down 9% from £6032 to £5437
- * Family leg grants down 51% from £1050 to £510
- * So proportionally more funding going to unwaged and low-waged walkers

Conclusions

- * SCA funding targeting is going in right direction
- * But significant recruitment issues raises wider questions for pilgrimage as a whole
- * More analysis is required whether cost is a factor in reduction of students/unwaged

It would be helpful if Leaders asked those who walked in 2017 and not returning in 2018 their reason for not returning; we could track this information for several years to see whether it is costs or other pressures. Maeve is looking at a wider Student Cross feedback form; this might help us to make more informed decisions about our funding.

5. Trustee Elections

At the Trustee meeting in January the correct procedures to follow will be checked and given to G.O.D.

6. Merchandise

Merchandise is sold in Walsingham in the Pilgrim Bureau and at the Anglican Shrine.

Susanna Tayler was thanked for her work on merchandise and volunteers are now needed.

Sarah Brownlow will deal with design and co-ordinate buying

Fran Tomlin will organise selling in the Pilgrim Bureau; Sean Ring will organise selling in the Anglican Shrine.

Damien and Michèle will continue to deal with storage.

Suggestions for merchandise: rulers, rubbers, teddies, a Student Cross colouring book.

Perhaps a new design might be found for the Easter card, or a Christmas card, or a non-seasonal specific card?

Reps will gather ideas at Reunions.

7. Fund Raising

At the AGM we will continue to ask for new donors, in view of future needs. Maeve will pass round Standing Order forms at the Leaders' weekend. We do not publish Bank details on the website.

8. Website and Bookings

Murray has added the Minutes of the AGM and Committee meeting to the Website and the 2016 accounts will be posted. The Committee members list has been updated.

Maeve will tell Leaders the information about grants next week and ask them to set Leg prices by the end of October. The Booking process cannot be opened until Legs have set prices; it is hoped that this is done by the Leaders' weekend on November 11th.

9. Policies

Trustees are working on Policies and Guidelines as some areas need to be clarified:

a) Data and Privacy Policy: the Trustees feel that there is sufficient common ground across all Student Cross activities for there to be one policy. Only G.O.D., R.O.D and Booking manager will manage data for all Legs. Leaders will see only their own Leg bookings.

Medical data request has been removed from the form.

b) Some policies will be Leg specific: e.g. Social media.

c) Damien will build up a list of "expert advisors" in areas; G.O.D. will announce presence of this list at A.G.M.

Suggestions: Budgeting; Bank Account advice;

Mentoring for Leaders and Treasurers

Data Protection and Privacy; Dealing with the Press; Social Media

Dealing with difficult pilgrims; Protection of new pilgrims

Safeguarding as a whole community to minimise risk;

Dealing with Vulnerable Adults; dealing with Vulnerable Children;

Child Protection issues;

SCA help and information; SCA loans

Road Safety; Organising Re-routes; Road

Recruitment;

It would be much appreciated if those with relevant expertise could volunteer to Damien to join this list.

10. A.O.B

a) There was a discussion on voting rights for Leg reps: each Leg has a maximum of 1 vote for a Leg Rep or a proxy representative.)

At an earlier stage of the meeting there was general discussion about whether Legs might like to send a student rep. Here it was clarified that they and other interested Leg members are welcome to attend meetings but cannot vote.

Voting rights of co-opted members will be checked.

11. Election of Chair

Jonathan Riley was proposed as Chair by Judith Gibbons, seconded by Peter Rodgers and carried unanimously; Andy Wilson was proposed as Vice Chair by Helen Vale, seconded by Brian Roberts and carried unanimously.

There was warm vote of thanks to Kathryn for all her work for the SCA for the past 6 years. The new Funding models are now in place and much has been achieved in that time.

Date of Next Meeting: Saturday March 21st (Holy Saturday) in the Library of Elmham House, immediately after the Student Cross AGM.