



MINUTES FOR THE AUK BOARD MEETING
HELD AT THE IBIS HOTEL, BIRMINGHAM
on 12 October 2016 STARTING AT 09:00.

PRESENT:

Chris Crossland (“CC”) (Chairman)
John Ward (“JW”)
Mike Wigley (“MW”)
Martin Foley (“MF”)
John Sabine (“JS”)
Paul Salmons (“PS”)
Chris Boulton (“CB”)
Graeme Provan (“GP”)
Peter Lewis (“PL”)

IN ATTENDANCE:

Danial Webb (“DW”) in part

APOLOGIES

Ged Lennox (“GL”)

1. Opening

The Chairman reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the Chairman declared the meeting open.

2. Declarations of interest

None.

3. Minutes of previous meetings

3.1 Board Meeting – 23rd March 2016

JS reported that these minutes were still in draft form and would be circulated for approval as soon as they were ready.

3.2 Board Meeting – 29th June 2016

Approved

4. Matters arising from minutes of previous meetings

4.1 Review of Incident Reports 2015 and part 2016

JS reported that the review was in draft form and would be circulated as soon as it was ready.

GP reported that he had received what should be the balance of the 2016 season's reports earlier in the week. He would review these before submitting a report for the next but one issue of Arrivee. As confirmed in his report, the reports tended to confirm that there were no specific concerns as most seemed to be based on rider error or conditions rather than any specific issues that should be addressed.

4.2 Complaint between members

Action Point: JS to forward details to GP for final resolution.

4.3 Proposed details of Reunion

GP reported on progress with ACB's arrangements for the reunion and referred the board to his report.

MF is liaising with the organisers of the social rides to ensure that they are suitable.

CC has handed back responsibility for the procurement and presentation of awards to the General Secretary, but will continue to liaise with both him and the Awards Secretary regarding this year's awards.

4.4 AGM details

GP referred the board to his report and the matter was held over for discussion as part of that report.

JW, having consented to stand, was appointed as Returning Officer for the AGM. (Note: it was subsequently noted that as JW was himself up for election at the AGM, it would not be appropriate for him to undertake that role. CB has since been appointed.)

4.5 Honoraria

CC asked if any directors had consulted with their delegates about the current system as the precursor to a review of the payment of honoraria. Consultation would be necessary if we were to proceed further to resolve issues raised by the Honoraria sub-committee in last year's report. Consultation or no, it appeared unlikely that there would be any resolution in 2017 anyway.

4.6 Health & Safety Review

GP had conducted a review of AUK's approach to health and safety matters. He had concluded that whilst the procedures were adequate and were being followed, there was no overriding policy from which health and safety flowed. Accordingly GP tabled a Health & Safety Policy, based on the Club England template, and it was resolved to approve the policy.

Action Point: GP and PL to ensure the policy appears on the website.

4.7 National Governing Body Status ("NGB")

MF explained that NGB was a term used by government and the individual national sports councils. It recognised sporting bodies as the governing body of a sport or of a particular branch of a sport.

NGBs were therefore able to engage with the sports councils and with central government and had the potential to access funding.

Potential NGBs would be assessed against a set of criteria to see if they qualified. The first step would be to complete a pre-application submission.

Potential benefits of NGB status included:

- Sports Council recognition
- Access to funding
- Improved governance and structure
- Increased member confidence
- Higher profile
- Stamp of approval
- Assistance with dealing with other organisations putting on long distance events.

There was general acceptance that this was something that should be explored and it was resolved to undertake a review to identify any big issues that might prevent pre-application.

Action Point: MF to investigate further and produce a list of issues. MF to liaise with GP over any policies that are required.

4.8 IT Update

CC reported that Richard Jennings ("RJ") had indicated that he wished to step down from his role as IT Manager but that RJ would remain in post until a successor could be found. RJ felt that the process had reached a crossroads and that whilst good progress had been made, he did not feel he was in a position to be able to drive it forward from this point.

It was noted that the IT leadership position had been changing hands with rapidity and that a change of approach was in order.

It was generally agreed that a documented specification should be prepared, enabling us to go to market for delivery of what we actually want and need.

There were a couple of options:

Appoint an external project manager to draw together the description from the existing business managers.

Use an external systems analyst for a month or so to carry out detailed work on the specification rather than rely wholly on volunteer input as previously.

In either event, the project will need to be managed and led. AUK is a volunteer oriented organisation but this approach had proved difficult for this project. The project had reached a point where we needed to move towards appointing some paid help to avoid the constraints of the volunteer-led approach.

It was also noted that, unfortunately, there was nothing similar already available to buy off the shelf and that a bespoke system was required.

It was agreed that a position of IT Director should be created and advertised. That person would be responsible for delivery by commissioning rather than being embedded in the project itself. A professional systems analyst should be engaged to deal with the specification. A project manager would deal with the tendering process and the eventual appointment of a contractor.

Action Point: PS to advertise for an IT Director.

It was further resolved that CC should re-assume Board-level responsibility for Aukweb.

5. Business

5.1 LEL

DW joined the meeting.

DW had previously provided the board with a large amount of information covering the planning, budgeting and risk assessment for LEL. He provided an updated and revised budget for the meeting, and various matters were noted, including the fees that AUK charges event organisers.

DW reported that LEL was “on track” with no major causes for concern.

DW was asked if there was any vulnerability for LEL around what would happen if he was unable to continue. DW was confident that the project had reached the stage where the controllers were taking over the bulk of the administration. Phil Whitehurst had the IT in hand and was documenting everything carefully.

DW was asked about the arrangements for collecting riders in distress. Each controller will have responsibility for the route between that control and the next control and will have a van which can be used to collect such riders.

MW will provide a list of AUK members eligible for guaranteed entry by the 2nd of January.

DW was questioned in detail about the risk assessment for the event.

It was resolved that, if required, AUK would act as guarantor for the hire of the crash barriers. PS will review the amount involved and consider whether it needs to be referred back to the board.

CC thanked DW for attending and for his hard work.

5.2 Randonneur 100,000

CC proposed that a new award should be created, the Randonneur 100,000. It was resolved that the award be approved and be added to the Appendices to the Regulations pending approval at the next AGM.

5.3 Randonneur Organisers Awards

It was resolved that whilst no awards would be made as such, ROA 5,000 and upwards would be publicised on the website.

Action Point: PL to create a page on Aukweb.

5.4 AAA Secretary

It was reported that Steve Snook would be standing down as of the 31st December.

Action Point: JW and CC to draw up job description and advertise the role.

5.5 Awards

Organiser – all the organisers nominated (Tom Deakins, John Perrin and Aidan Hedley) were highly commended for their efforts over the season.

Winner: John Perrin

Paul Castle Cup

Winner: Andy Curran

Female Merit

Winner: Sarah Perkins

Norman Booth Cup

Winner: Ian Hennessey

Helpers Trophy

Winner: Calderdale CTC

Following an enquiry from the Awards Secretary, it was resolved that the memento trophies to be presented at the Reunion should include the name of the original trophy.

5.6 Appeal against non-validation

A member had appealed the validation secretaries' decision not to validate a long brevet. Although he conceded that he had finished outside the time limit, he argued that he had been told by the organiser that any time lost as a result of problems with ferries would be taken into account in his favour. He also noted that when he arrived at the start, he discovered that most of the riders had left about half an hour earlier. This was confirmed by a large number of simultaneous Strava tracks and conceded by the organiser. The member contended that this had caused knock-on effects with ferries that, compounded with a cancellation, left him at a considerable disadvantage compared to the riders allowed to start earlier.

Given the assurances apparently offered to the rider by the organiser, and various deficiencies in the organisation of the event which also had a bearing on the situation, it was resolved to allow the appeal on an exceptional basis.

Action Point: PL and MF to agree wording for GP to use in the notification and CC to liaise with LRM.

As a result of concerns raised during the course of the appeal about the organiser's conduct of the event, MF was authorised to review the matter and rule appropriately."

5.7 Grievance Procedure

CC tabled a new grievance procedure as the existing complaints procedure was generally felt to be not fit for purpose. It was resolved to approve the substance of the amended version subject to CC providing final wording for inclusion in the Appendices.

Action Point: CC to provide wording.

5.8 Motions for the AGM

It was generally agreed that rather than continue to amend the Articles of Association on a piecemeal basis, a full review of the Articles should be undertaken for approval at the 2017/18 AGM.

The board had three amendments to the Appendices to submit to the AGM for approval:

- The Randoneeur 100,000
- The changes to the off road events
- The grievance procedure

6. Reports

6.1 Chair

The various reports submitted by CC were taken as read.

6.2 General Secretary

GP referred to his report.

AGM

It was reported that the AGM would be moved to the Priory Rooms as they were more flexible about numbers and therefore more cost-efficient than the Ibis (Note: the Priory Rooms were fully booked for the proposed date so the AGM will be held instead at the Library of Birmingham).

In previous years ERS has provided online/postal voting services. GP had approached another provider, Mi-Voice, for a competitive quote. It was resolved that Mi-Voice be appointed. They will be instructed to provide the results to the Returning Officer with unopened copies to the Chair and General Secretary.

Reunion

The board will lead a session for attendees. The session will be split into sections:

Introduction

Strategy

Finance

IT update

Q&A

Items for consideration at the AGM

Members will be asked to provide suggestions in advance of the Reunion.

6.3 Finance Director

The accounts were being finalised and would be ready for circulation before the AGM.

PS will add a report to the annual accounts about AUK's policy on reserves.

6.4 Events Secretary

The BRM events for the coming year had all been published and were in line with previous years.

MF had been made aware of an increasing number of events purporting to having similar characteristics to audax events and had also been approached by commercial organisers looking to arrange events in conjunction with AUK.

It was noted that Audax Australia has a policy which they call "audaxifying" whereby events can be organised with their support and engagement at a fee.

Action Point: MF to investigate further and report back to the board.

It was resolved that event registration fees be waived for future national events.

6.5 Permanent Events Secretary

The number of events has risen again after a period of consolidation.

6.6 Events Services

PL noted that the end of season recording of calendar events had been made quicker thanks to the efficiency of the majority of organisers and thanked them for their efforts.

PL may start looking for some “apprentice” validators with an eye on the future and at a possible split by type of events.

PL wants to start trialling gps validation for perms. The existing software will be moved onto AUK servers.

PL also wants to look at the user interface on the route planning software.

6.7 Membership

Taken as read

6.8 Communications

It was resolved to approve the proposed expenditure on the 40th anniversary badges.

Action Point: PL to provide wording for covering letter to go with badges.

7. Any other business

None

8. Meeting dates

11th January

Action Point: GP to liaise with PS to coincide remaining meetings with quarterly management accounts.

9. Closure

There being no further business the Chairman declared the meeting closed at 4.35pm.

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Chair

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