AUK General Secretary – Board Meeting Report 12 October 2016

General

The General Secretary e-mail account seems to be the default destination for a range of queries and comments.

Many of these relate to calendar events and their aftermath and I have been in regular correspondence with Martin Foley as a result. One such is the appeal against non-validation which we are due to consider at the board meeting.

There was one item, not dealt with elsewhere in this report, I ought to bring to the board's attention:

Easter Arrow

The duty manager at the Punch Bowl has made it clear that we will not be welcome there next year in any form of official or semi-official capacity. This will need to be publicised nearer the time.

Insurance

No incidents reported.

The insurance was renewed on the 5th of August using the same brokers as in previous years.

Company/Compliance

The Company's Annual Confirmation Statement was filed at Companies House before the deadline. I now have the codes for online filing and any e-reminders are coming to my account.

I have received most of the declarations of interest from board members and anticipate receiving the outstanding declarations by hand at the board meeting.

Ged Lennox has agreed to produce some updated headed paper for us which will not only be compliant but will also incorporate the agreed branding.

Annual Reunion

Details of the Annual Reunion and an online booking form have been published.

ACB are laying on a very full program of events and should be commended for their hard work.

Invitations have been sent to the agreed list of delegates including those put forward by Richard Jennings.

Appeals

Having now been through the process of dealing with an appeal against non-validation, I would like us to consider how these ought to be dealt with in the future.

Appendix 9.8.5 reads:

> ““A rider arriving late at the final control may give a written explanation. The brevet will be awarded if the validator considers the explanation is reasonable.”

I cannot find any actual appeals process anywhere. The closest there is to one is set out in Regulation 1.5.3:

> “Complaints regarding a decision by an AUK official, delegate or helper should be made to the AUK secretary or chair who will take the complaint to the AUK board. If the complaint is upheld by the AUK board, the relevant decision will be over-ruled. Should a complainant disagree with the decision of the AUK board, s/he should ask the AUK secretary or chair to place the matter before the next AUK annual general meeting.”

This all suggests that there is an intervening step between handing in the brevet and the matter being referred to the General Secretary for consideration by the board. I know that organisers and the validation team look closely at non-validated rides and do not make decisions on those rides lightly, but the next step at present seems to be referral to the General Secretary. The intervening step should be for the organiser or the validation team (or both) to explain to the rider why their ride has not been validated. That would allow the rider to submit a written explanation to be considered. Once that process has been exhausted if the rider still disagrees with the decision, then it should come to the General Secretary.

Being a step removed from the validation process makes dealing with validation appeals time consuming for the General Secretary and, by extension, the Calendar Events Secretary and then the whole board. It should therefore only be exceptional cases that are appealed.

Health & Safety

I have reviewed the accident reports submitted to me by the validation team.

If there is an overall theme to these reports it is that they really do refer to accidents.

The reports suggest that organisers are taking their reporting and review obligations seriously.

There is an issue with time lag on the reports. The validation team receives the reports sporadically and collects a bundle of them before sending them to me. This has been the approach taken for some time and I have agreed with them that it makes sense under the current system. At the last board meeting we considered moving to online filing and it would be worth exploring whether this could be achieved under the current IT arrangements.

Using Club England guidance, I have also undertaken a wider review of our approach to health & safety matters. In particular, I looked at the organiser’s handbook, the event entry forms and aukweb. We do seem to have most of what we should have, save for an actual policy. The entry form suggests that further information is available on the website but there is not much to find there.

I have attached a very straightforward policy which can be published on the website and we should also look at drawing the various strands together.

I will include a section on health & safety, at least annually, in my reports from now on so that it is being kept under regular review and I would suggest that health & safety be a permanent agenda item for either the October or January meeting.

AGM

I had provisionally booked a room at the Ibis for the 11th February 2017 for the AGM. However Ibis are fairly inflexible – they require confirmation of numbers at least a month prior to the event and charge a delegate rate of £35 per person. If the provisional booking for 50 people had gone ahead we would have been looking at £1750 as a minimum.

Having looked at a number of options, the Priory Rooms in Birmingham seem to be the best option. They quoted £475 for a meeting of 50 people with tea and coffee (this is the venue used for the last EGM).

I have spoken to Electoral Reform Services and to Mi-Voice. Both organisations are recognised as leaders in the field of online voting. In previous years we have used ERS but with the move to full proxy voting, I thought it was prudent to obtain an alternative quote.

In line with other similar organisations and in an attempt to make the forum and Aukweb the central location for matters AUK, I propose not to send out any packs with the online voting emails but rather to link them back to the AGM thread on the forum and to the Annual Report etc on the website.

Mi-Voice have sent me copies of the proxy arrangements they put in place for the Caravan Club and various other examples. They have quoted £1550 (ex VAT) for:

- Set-up of online proxy form
- Distribution of proxy e-mail and reminder
- Reporting on bounce backs/ click/ open rates
- Distribution of reminder e-mail to all members that have not voted
- Real time reporting on turnout
- Declaration of proxy voting and production of "marked register" of members that have voted
- Support to Audax and its members throughout the process

Caroline Jepp at ERS, who dealt with last year's AGM, quoted £2100 (ex VAT) for essentially the same service with a maximum of 8 resolutions but with 10 postal packs included.