



MINUTES FOR THE AUK BOARD MEETING  
HELD AT THE IBIS HOTEL, BIRMINGHAM  
on 8 January 2020 STARTING AT 0900.

## **PRESENT:**

Chris Crossland (“CC”) (Chairman)  
John Sabine (“JS”)  
Graeme Provan (“GP”)  
Peter Lewis (“PL”)  
John Ward (“JW”)  
Ian Hennessey (“IM”)  
Caroline Fenton (CF”)  
Martin Stefan (“MS”)  
Nigel Armstrong (“NA”)

## **IN ATTENDANCE:**

Kevin Lake (“KL”) (in part)

## **APOLOGIES**

Rob McIvor (“RM”)

### **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.

The Chairman noted the passing of prominent AUK members David Pountney and Liz Creese.

### **2. Declarations of interest**

None.

### **3. Minutes of previous meetings**

Board Meeting – 9 October 2019

Approved

## 4. Matters arising from minutes of previous meetings

### 4.1 NGB

No update. The pre-application rests with Sport England. CC believed that the rules regarding the treatment of pre-applications may have altered since the date of our original submission.

**Action Point** GP to contact Sport England.

### 4.2 LEL Insurance

GP reported that the Financial Director of LEL2021 had been in contact to confirm that LEL would be insuring the 2021 edition under AUK's policy.

In turn, GP had notified LEL of the Board's decision on fees and insurance premium at the last Board Meeting.

### 4.3 Organiser Handbook Updates

PL will send a soft copy to IH. IH wants to add guidance for mentors, in addition to other necessary changes

## 5. Business

### 5.1 Management Accounts

NA referred the Board to the management accounts. He noted the inclusion of the advertising revenue from Arrivee.

The Board carefully considered the contents of the management accounts.

NA believes the increases made to fees and memberships last year were at the correct level and did not see any need to increase these again this year.

### 5.2 Annual Accounts

NA presented the draft annual accounts to the Board.

He noted an increase in turnover of approximately £40,000.

The balance sheet shows that AUK remains a stable organisation in financial terms.

Having carefully considered the draft annual accounts, it was resolved to approve them and CC was authorised to sign them on behalf of the Board.

### 5.3 2020 Reunion and Awards

Whilst noting the unavoidable change in venue, it was generally felt that the access arrangements at the venue had not been suitable for the event. A sit down dinner was to be preferred in future.

The Board thanked Paul Rainbow and Mark Gibson for their hard work in laying on a successful event despite the problems they faced.

CC noted that there had been issues with some of the awards. Prompt action had been taken by him and the Membership Secretary to ensure that these issues could be resolved in a timely manner, but it appeared that this had not happened.

**Action Point** GP to contact the Awards Secretary to ensure that all corrected awards are dealt with and despatched as soon as possible.

### 5.4 Member Survey

CF explained the proposed process for the member survey. She stressed that the responses would be anonymised.

The responses will be translated into results which can be shown graphically.

Following a discussion on various questions in the draft, it was agreed to circulate an amended version to the Board for final approval before the survey takes place.

### 5.5 AGM

It was resolved to approve the final form of each Resolution for the AGM.

### 5.6 Annual Report

GP reminded the Board of the 11<sup>th</sup> of January deadline for submission of the individual reports to be included within the Annual Report.

### 5.7 Director and Delegate Vacancies

GP reported that thus far he had received one nomination for the post of Calendar Events Secretary and one nomination for one of the two Non-

Executive Directors posts. The final deadline was still a couple of days away.

It was agreed to review the position after the outcome of the AGM was known.

## 5.8 Event Fees and Payments

GP is reviewing the entry forms and other information to ensure that there is no link between the free temporary membership offered to Cycling UK members and third party insurance. He asked the other members of the Board to do the same within their literature and materials.

CC raised the issue of organiser's cheques submitted to settle events fees and charges being bounced when presented to the bank. IH is liaising with the Validation Secretary to ensure that he receives early feedback on all matters relating to organisers. CC noted that the notification of any cheque being bounced came to him.

It was agreed that if cheques were bounced on more than one occasion it would result in a review and possible further action.

## 5.9 IT

KL joined the meeting.

KL reported that AUK's IT supplier had entered into administration. AUK had paid a deposit for the Phase II of 50% of the budgeted cost. At the point of administration only somewhere between a quarter and a third of the work for Phase II had been undertaken.

The present situation was that there was no support for audax.uk.

There was no expertise within AUK currently available to deal with immediate issues with audax.uk. It would take at least 72 hours to bring a third party up to speed.

It was possible to revert back to aukweb.net at short notice if required.

MS noted that the Board needed to communicate the situation to the members. It was agreed that this should form part of the AGM process, by which time we would know better what the short to medium term looked like for the project.

KL explained that requests for volunteers within AUK had met with very limited success to date. In particular, it had been difficult to find people with the relevant and up to date technical skills.

KL had acted quickly to secure the all the IP relating to the project, including the source code.

KL noted that the lead developer on Phase II was, in fact, a consultant of the supplier and not employed directly by them. He had expressed a willingness to continue to provide services directly to AUK via his own company. KL believed this could be agreed on the basis of a daily rate with agreed milestones. CF had dealt with the developer and believed he was capable of dealing with the coding necessary to move Phase II forward.

It was agreed that, as a first step, KL could approach the developer and engage his company to provide short term support for audax.uk, particularly as there was a deadline of 1<sup>st</sup> March beyond which the website would shut down unless further action was taken to renew it.

It was agreed that AUK did not, as far as possible, want any further delays to Phase II. KL was to enter into dialogue with the developer and with the managing director of the supplier to see who could provide the best solution to the continuation of Phase II. KL believed that it was likely that the developer would be able to provide the best outcome given the short timescales involved, and was given authority to proceed. In the case of any other eventuality, the matter could be put to the Board at or prior to the AGM.

It was agreed that KL's written report would be treated as being confidential due to the commercial sensitivity of some of its contents.

KL asked the Board to approve expenditure on Alessian Licences, AWS space and the other items necessary to secure the Phase II IP going forward. It was resolved to authorise KL to make the necessary payments.

## 6. Reports

After KL had left the meeting, and with the permission of the Chair, JW asked the Board to consider recognising the key and increasing contribution being made by KL to Phase II. Having suspended the Board Meeting, CC immediately convened a meeting of the remuneration sub-committee. On the resumption of the Board Meeting it was reported that the sub-committed had agreed to a one-off, ex gratia payment to increase the IT Manager's honorarium to £1500 for the current year. It was resolved to approve this payment.

### 6.1 Chair

CC referred to his draft report and his draft introduction to the Annual Report, which was approved.

## 6.2 General Secretary

GP referred to his report.

He highlighted the section regarding insurance for LEL2021.

## 6.3 Finance Director

NA referred to his report.

## 6.4 Calendar Events Secretary

IH noted the importance of liaison with the Arrivee editorial team regarding the publication of events in the calendar.

## 6.5 Permanent Events Secretary

JW noted that validations had levelled out in recent seasons but at a good level. He was particularly encouraged by the number of longer rides being completed.

There were continuing issues with the processing of payments for validation between AAA, DIY etc. He may have to revert to the manual system.

## 6.6 Events Services

PL reported that he was working through the issues raised by the PBP results now that they were official.

He had previously used a third party website to identify UK finishers for the annual results. This approach had not been so useful for AUK members who were based overseas.

It seemed that a record number of AUK members had been validated for PBP.

There were some homologations still to be resolved by ACP and some riders still to be identified.

## 6.7 Membership

CF reported that numbers had peaked at 8,700. This was around 360 more than the year before but the numbers had been skewed slightly by the non-renewal of various life members during the process of tidying up the membership records.

The introduction of direct debits to pay subscriptions appeared to have been successful, with more than 800 signed mandates.

## 6.8 Communications

Members were again reminded of the deadline for the Annual Report.

## 7. Meeting Dates

AGM – 9 February 2020

22 April 2020

9 July 2020

7 October 2020

## 8. Any other business

- 8.1. CC thanked PL for his work over the years as Events Services Director and Recorder.

He also thanked JS for his time as a Non-Executive Director and for acting as temporary General Secretary.

- 8.2. IH noted that, by virtue of Paypal's rules, some of AUK's various accounts were in the names of those who had originally opened them. There is a need to ensure that those people cannot access the accounts if they are no longer in post and to investigate how to change the identity of the account holders.

- 8.3. PL has scans of various old records and believed these ought to be stored online somehow.

JW raised a wider point in terms of how we store old data generally. He believed we should establish an operating protocol and identify the best method of storage.

**Action Point** GP to investigate

PL was asked to provide access to the Events Dropbox to other Board members.

## 9. Closure

There being no further business the Chairman declared the meeting closed at 1450.

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Chair

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