PRESENT:

Chris Crossland ("CC") (Chairman)
John Sabine ("JS")
Graeme Provan ("GP")
Caroline Fenton (CF")
Ian Hennessey ("IH")
Rob McIvor ("RM")
John Ward ("JW")
Nigel Armstrong ("NA")
Martin Stefan ("MS")
Daniel Smith ("DS")

IN ATTENDANCE:

Kevin Lake ("KL")

APOLOGIES:

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.

GP noted that the register was due to be updated and agreed to send out the form to each board member.

3.   Minutes of Previous Meetings

The following minutes were duly approved:

8th January Board Meeting
8th February AGM
8th February Board Meeting

2nd March Teleconference
16th March Teleconference
17th March Teleconference

4. Matters Arising from Minutes of Previous Meetings

4.1   Suspension of Activities

It was resolved that the suspension should continue.

It was noted that it would be a more difficult decision-making process to finish the suspension than start it. The Board can meet at very short notice to react to any changes in guidance or legislation.

JW noted that the Board would also need to be alert to the possibility that any resumption of activities may be subject to further suspensions.

It was agreed that RM should draft a communication to members stating the following:

-    The suspension would continue
-    It would continue to be reviewed in line with Government changes
-    The Board is considering options for resuming activities

4.2   Annual Reunion

GP noted the comments in his report.

It was agreed to move the Board forum session to the Sunday morning to allow for more social activities on the Saturday afternoon.

5. Business

5.1   Management Accounts and Budget Update

NA referred to the management accounts.

The IT spend is far lower than budgeted hence the profit variance. AUK is well ahead of NA's worst case scenario in his COVID planning with £45k profit to date.

AUK can withstand approximately 18 months without any income provided expenditure on Phase III of the IT Refresh Project is suspended for that period.

NA will deal with actual outcomes for the remainder of the year.

MS noted that the Board will need to review the budget again when we know more about the likely duration of the suspension.

NA referred to the Charity Commission's guidance on risk which was a useful starting point for a review of AUK's management of risk. NA has commenced work on an AUK risk register.

MS has experience of risk registers in NHS settings. He believes they need to be brief and dynamic to be at all useful. Regular reviews keep the registers relevant and fluid.

MS, NA, JS and IH to review and develop AUK's risk register.

5.2   Financial Mandate

CC proposed the renewal of the Directors' financial mandate which facilitates expenditure by directors and notes limits and constraints. He reminded all directors that they have the authority in law to bind AUK into expenditure so directors must ensure they are careful. This is another good reason for establishing a clear mandate for expenditure authority; CF noted authority did not mean that directors should proceed with expenditure without taking the views of other directors.

It was resolved to approve the draft mandate.

5.3   Honoraria

It was resolved to approve the report and the recommendations contained within it.

CC thanked JS and MS for their assistance.

5.4   Organiser Support

DS referred members to his report.

[the meeting was suspended to allow members to review and comment on the Directors' Reports via the AUK forum]

5.5   Directors' Reports and Matters arising.

5.5.1   **Chair and ACP/LRM Report**
        (a) ACP has a new President, Luc Coppin, and a new full committee, raising hopes that the workload can be shared more effectively.
        (b) It appeared that the problems with the homologation of the 2019 Easter Arrows results were in process of resolution
        (c) Communications about the covid pandemic and its effect on randonneur events, from Mark Thomas, LRM President, and Jean-Gualbert Faburel, ACP's BRM contact for overseas, were noted.

5.5.2 **General Secretary**

(a) Our insurers are happy with our Covid-19 response.

(b) There were up to 956 eligible members voting on individual resolutions at this year's AGM, which is a slight increase on last year's numbers and broadly in line with the increase in our total membership. It remains a very good level of turnout compared to similar organisations.

(c) The new format of the Regulations, as approved at the AGM, had not yet been published on the website. It was agreed that the Web Content Manager, DS, CC and GP would liaise over publication of the new format of the Regulations on the website.

(d) Our National Governing Body application remained under consideration by Sport England but a prompt decision was not expected in the current circumstances.

(e) Plans are being made for an annual reunion, date uncertain but venue to the west of London, possibly in the Chilterns.

(f) The Awards Secretary was working in the NHS on the pandemic front line, so had been unable to provide us with an update on trophies sent out to members.

(g) Following our new website contractor IIP and ISL going into administration, we are listed as a creditor of ISL for the sum of £23,340. Given the shortfall of assets against liabilities, we are extremely unlikely to receive even a small percentage of the amount owed to us.

5.5.3 **Calendar Events**

IH reported on ways in which organisers had coped with the mass cancellation of events including how these were reported on the AUK systems and refunding entrants.

(a) IH will draft appropriate updates to the Organisers' Handbook.

(b) Francis Cooke has altered the DNE (Did Not Enter) button so that it does not remove entrants, making it useful for cancelled events.

(c) An administrative function allowing the transfer of entrants to the same event next season would also be useful.

DS noted it was important that Organisers were aware of how to deal with cancelled, postponed or deferred entries. DS and IH to discuss and agree how to deal with this.

5.5.4 **Permanent Events**

(a) From October 2019 to March 2020, 459 Perm events had been validated and recorded. 1,936 were DIY events, which was a higher proportion than expected overall, but consistent for the winter half of the season.

(b) A third ACP Super Randonnee permanent had been approved and a fourth was in preparation.

5.5.4 **Membership**

(a) From January 2020 to mid-March we welcomed about 400 new members and about 500 re-joiners.

(b) Work has continued on the new Membership System with a lot of testing and fixing of bugs, plus moving into the work to link to aukweb as appropriate.

5.5.6 **Communications**

(a) Mass emailing to members, conducted by web content editor Dave Allison and Membership Secretary Caroline Fenton had proved an effective and fast way to communicate with members about the covid-19 situation. The use of Amazon Web Services to do this was a big improvement on mailchimp.

(b) Work was proceeding to place digital copies of ARRIVEE online.

(c) It was hoped to have some new brevet card designs ready soon.

5.5.7 **Event Services**

DS reported on the handover from Peter Lewis and the amount and type of work needed to clear the backlog of recorder work, as well as other issues affecting his portfolio that he was working on.

5.6 Members' Survey

CF referred to the report on the preliminary results. CF was very encouraged by the level of response.

5.7 Children and Vulnerable Adults Policy review

IH's only recommendation was that the contact details should be updated.

It was resolved to approve the policy as so amended.

KL joined the meeting

5.8   IT Update

KL reported that The Phase 2 (membership administration) of the website refresh is proceeding well and is nearly ready for implementation. The Programme has survived the collapse of our commercial partner, and we are now contracting with an independent developer to complete the project.

The Programme costs have been contained, and are actually slightly less than they might have been, principally because Caroline Fenton and Dave Allison have been working closely with the developer and doing the testing that our commercial partner was planning to charge us for. KL estimated that the amount saved was about £24,000 over the cost of staying with IIP. CC noted that there was an interesting symmetry between this and the sum owed to us by IIP noted earlier in the meeting. It was also instructive in putting a value to the voluntary work that drives Audax UK on.

KL proposed to 'go-live' during the period of lockdown.
All rides will be entered via audax.uk

The back office and organiser functionality will remain on Aukweb.

IH asked about a back-up mirror site.

KL responded that the site already has a back-up to provide resilience. A mirror site would almost certainly have the same issues as the original site. The risk at present lies in the fact that the site is supported by one individual.

IH queried why we were not using open source as with the PHP on Aukweb.

KL confirmed that Umbraco is open source.

IH wondered why it was so difficult to make the site look better.

KL stated that it was not difficult. The site had a certain look for legacy reasons but attention had been focused on the architecture.

MS raised a concern about whether it was safe to proceed with the switchover during May with the current level of support.

CC asked the meeting to consider proceeding with the switchover if it was safe.

GP wondered if we were exposing AUK to even more risk by having two linked sites with each supported by one individual and with the potential delays to Phase III with the financial repercussions of the pandemic.

IH queried if it would be better to start from scratch with Phase III.

KL believes it is almost inevitable that Phase III will require a fresh look at processes of paying for and entering events and this will need to be resolved before the specification of Phase III can be finalised.

KL noted it was key that all three parts talk to each other – membership, events and results.

KL will revisit asking members for support with both aukweb and audax.uk.

CC proposed that the switchover should proceed as planned with consideration being given as to putting further support in place.

It was resolved to complete Phase II and switch the membership function across to audax.uk

A review of the events processes will follow.

Consideration will be given to improvements to the look and feel of audax.uk.

Action Point – CC to ask KL about support for audax.uk

6. Closure

There being no further business the Chairman declared the meeting closed at 14.33.

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Chair

…………………… 2020