



**AUDAX
UK**
long distance cycling

MINUTES FOR THE AUK BOARD MEETING HELD AT
ONLINE ON 4 OCTOBER 2023 STARTING AT 0900 (PART 1)
AND 10 OCTOBER 2023 STARTING AT 1900 (PART 2).

PRESENT:

Chris Crossland (**CC**) (Chair)
Nigel Armstrong (**NA**)
Caroline Fenton (**CF**)
Paul Haxell (**PH**) – Part 1 only
Ian Hennessey (**IH**)
Daniel Smith (**DS**)
John Ward (**JW**)
Andy Yates (**AY**)

APOLOGIES:

Paul Haxell (**PH**) – Part 2
Paul Renshaw (**PR**)

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.a Minutes of July 23 meeting

The minutes of the 5 July 23 meeting were approved.

4. Actions arising from minutes of previous meetings

July 23 Board Meeting

- 4.a Jul 23. Item 4.g Finance Director
- **NA** and **CC** to arrange to attend a Lloyds bank branch to try and update the address details – **Not done, carried forward.**
- 4.b Jul 23. Item 4.h Calendar Events Secretary
- **IH** to arrange a session with the Web Content Delegate to run through the pages for the online Organisers' Handbook – **Not done, carried forward.**
- 4.c Jul 23. Item 4.j Membership Secretary
- **CF** to liaise with **PR** regarding the production of a publicity flyer – **Not done, carried forward.**
- 4.d Jul 23. Item 4.m Administration Support
- **All Directors** to discuss with their delegates and advise on what tasks or items could be passed to the administration support role – **Partly done (information received from DS, CF and AY), ongoing and carried forward.**
- 4.e Jul 23. Item 5.b Children and Vulnerable Adults Policy Review
- **AY** to arrange for policy review to be noted and updated policy to be published. – **Done.**
- 4.f Jul 23. Item 5.c Board Policy Review
- **AY** to propose additional wording concerning effective communication and to circulate to Board members for approval. – **Party done, updated policy to be approved by Board.**
- 4.g Jul 23. Item 5.d IT Report
- **CC** and **KL** to develop job description and provide notice in Arrivée to attract candidates for IT Manager role – **Not done, carried forward.**
 - **DS/CF** to continue discussions with **KL** about possible splitting of role and improving resilience – **Ongoing.**
- 4.h Jul 23. Item 5.e Annual Reunion
- **AY** to chase the Annual Reunion delegates for progress with the 2023 reunion. If there was insignificant progress by the end of July 23 then **AY** should seek others to assist with organising. – **Done, refer to item 5.e below.**
- 4.i Jul 23. Item 5.f LEL 2025
- **CC** to arrange a meeting between **CC**, **AY** and **DW** to discuss LEL 2025 – **Done, refer to item 5.f below.**

- **CC** and **IH** to liaise with DW regarding application of LRM Regulations to LEL 2025 – [Done, refer to item 5.f below.](#)
- 4.j Jul 23. Item 5.g NGB Application
- **CC** to arrange a meeting between AUK (CC and AY to attend) and the UK Officer Recognition Panel. – [Done, refer to item 5.b below.](#)
- 4.k Jul 23. Item 5.h Banners and event signage
- **PR** and **CF** (with Ged Lennox) to progress the design and procurement of banners and event signage. – [Ongoing.](#)
- 4.l Jul 23. Item 6.a.1 Honoraria for 2022-23 Financial Year
- **NA** to contact honoraria recipients and to progress payments. – [Done.](#)
- 4.m Jul 23. Item 6.b.1 General Secretary and Company Secretary roles
- **AY** to arrange for publishing of the updated job descriptions. – [Done.](#)
- 4.n Jul 23. Item 6.b.2 Clarion Cycling Club
- **AY** to provide response to National Clarion Cycling Club enquiry. – [Done.](#)
- 4.n Jul 23. Item 6.b.3 AUK Templates
- **AY** to prepare a set of templates for AUK documents. – **Not done, carried forward.**
- 4.o Jul 23. Item 6.b.4 Board Communications
- **CC** to amend permissions for AY in Google Groups. – [Done.](#)
- 4.p Jul 23. Item 6.d Calendar Events Secretary
- **IH** to advise event organisers that they are required to upload all of the event information to the AUK system before the event goes live. – [Done.](#)
- 4.q Jul 23. Item 6.e Permanent Events Secretary
- **JW** to remove old perms which are not ridden and those where the organiser is no longer an AUK member. – [Done.](#)
 - **DS** and **JW** to liaise and action the purchase of new printers. – [Ongoing.](#)
- 4.r Jul 23. Item 6.h Communications Director
- **PR** to liaise with Ged Lennox and check the AUK contacts published in Arrivé. – **Not done, carried forward.**
 - **AY** to provide General Secretary column to Ged Lennox. – [Done.](#)
- 4.s Jul 23. Item 6.i Non-Executive Director
- **PH** to start compiling risks facing the organisation with the assistance of the other Board members. – [Ongoing, refer to item 6.i below.](#)

5. Business

5.a Management Accounts

NA referred the Board to the Board paper: *August 23 Management Accounts*.

The Board carefully considered the contents of the management accounts.

NA noted that the anticipated end of year profit will be around £45k. Reasons for this include higher than forecast earnings from new members and event entries coupled with an IT expenditure significantly lower than in the previous year.

AY noted that there is a good level of surplus and that we should be spending it for the benefit of the members. **NA** advised that it should be spent on IT and employed staff. **CC** noted it has been difficult to fill the IT role. **IH** and **CF** noted that we rely heavily on volunteers' input and therefore it can be difficult to implement change. **JW** counselled against being too cautious with volunteers' sensitivities if the organisation is to move forward and implement changes.

NA noted that Ged Lennox has been paid for the recent *Arrivée* production.

5.b NGB Application

CC reported that **CC**, **AY** and Graeme Provan (GP) from AUK had attended an online meeting on 2 August 2023 with representatives from Sport England, **sportscotland**, Sport Wales and Sport Northern Ireland to discuss the full application process.

Meeting notes had been prepared by a Sport England Programme Support Officer and were shared with the Board by **CC**. These provided guidance to support the NGB application, covering the 4 assessment criteria, namely:

- Governance structure
- Uniqueness
- Organisation vision and development
- Sporting development

The deadline for an AUK application is 2/8/24.

AY presented some initial notes on the work required for AUK to prepare an application and highlighted that it a significant amount of work will be required to satisfy the criteria. It was noted that all Board members will need to assist with the preparation of the full application.

A discussion was held about the benefits to AUK of pursuing the NGB status with the consensus being that it would increase the influence and recognition of AUK together with improving its own governance.

Actions:

- **AY** to undertake a gap analysis on the application criteria and the current information and evidence available from AUK.
- **AY** to review and prepare updated draft policies aligned with the NGB criteria requirements.

5.c AGM Preparation

AY referred the Board to the Board paper *AGM 2022-23 Preparation Notes*.

IH asked about where the formal notice of the AGM is to be published. **AY** noted that the formal notice will be published on the AUK website and additionally in the next edition of *Arrivée*.

It was agreed that elections for the following posts will take place at the AGM:

Chair
General Secretary
Director – Event Services and Recorder
Director – Membership Secretary
Non-Executive Directors (2 posts)

It was agreed that the General Secretary post would be for a 2 year term so as to maintain the offsetting of Chair / General Secretary / Finance Director elections in the future.

[Post meeting clarification: the Director – Permanent Events Secretary position is also up for election and this has also been added to the AGM notice].

AY had obtained a quotation from Mi-Voice to undertake the online voting for the AGM. It was agreed that Mi-Voice are to be used.

Actions:

- **AY** to continue with the AGM preparations and the AGM notice to be provided on the AUK website.

5.d IT Report

KL unable to attend.

5.e Annual Reunion

There has been no progress with the Annual Reunion delegates and it was agreed that **AY** would seek to find new delegates to undertake this role.

Actions:

- **AY** to progress looking for new Annual Reunion delegates.

5.f LEL 2025

CC noted that meetings have been held between AUK (**CC, AY and IH**) and Danial Webb (DW) and Andy Berne (AB) of London Edinburgh London Ltd. to discuss routing, LRM regulations and general preparation for LEL 2025.

DW had also prepared and submitted a useful report and supporting information to the Board which was well received.

It was noted that the LEL 2025 team are showing a good level of preparation.

5.g Review of Health and Safety Policy

IH noted that the risk assessment for calendar events had been updated. **JW** to review perms and DIY events are using the same updated risk assessment.

It was confirmed that **AY** is responsible for the Health and Safety Policy.

A Board review of the policy was not undertaken; **AY** is to update the policy (as noted in 5.b)

5.g Review of Entry Fees Policy

It was noted that no automatic right to a refund has been added to the policy.

It was suggested that the wording of the policy could be reviewed to reduce the wording and remove some of the explanatory text.

It was confirmed that **CF** is responsible for the Entry Fees Policy.

6. Reports

6.a Chair

6.a.1 LRM Matters

CC reported on the LRM Quadrennial Congress held Friday 25 August 2023 which he attended.

The congress approved the amendment of 3 of the LRM Regulations (regulations 3.15, 3.24 and 3.40). An updated copy of the regulations is to be uploaded to the LRM website in due course.

CC noted the LRM would like to know dates for future events as early as possible. **IH** advised that AUK events, including LEL 2025, have been submitted to the LRM calendar.

6.a.2 Other Matters

CC noted that he had received correspondence from Heather Swift thanking AUK for Damon Peacock's Award for Services to Audax UK.

6.b General Secretary

AY noted that AUK's insurances were renewed on 13 August 2023 via Marsh Sport for the following policies:

- Public and Products Liability
- Employers Liability
- Professional Indemnity

6.c Finance Director

NA advised that Richard Alsept Limited would undertake the role of Independent Examiner of the annual accounts (as previous years).

6.d Calendar Events Secretary

IH noted that there are 53 BRM and 3 LRM events in the calendar for next season.

IH advised that 2 organisers have currently had restrictions placed on them and there is an ongoing review of their performance.

6.e Permanent Events Secretary

JW noted that there has been good progress on the transition of perms to the AUK website and he is very impressed with the new perms page.

6.f Events Services Director

DS presented his report on the impact of the regulation change on points on the awards.

DS noted that results from PBP 2023 are expected during November and suggested that a news item be added to the website to advise members.

A discussion was held regarding the implementation of the points regulation change on 1/11/23. It was confirmed that:

- The change had been implemented for calendar events being added to aukweb. **IH** will update previously added events (32 events) to show correct points.
- **JW** will update perms after the season end.
- **AY** will upload updated regulations to AUK website.
- **CF** will add news item to AUK website.

6.g Membership Secretary

CF noted that renewals are coming in and that it is good to be offering Stripe, Paypal and Direct Debit for renewals (and that Stripe is becoming increasingly popular for renewals).

6.h Communications Director

PR unable to attend.

6.i Non-Executive Director

PH is developing a risk register for the organisation. He has spoken with **IH** and will continue discussing with other directors.

7. Date of Next Meetings

Date of next meetings:

- **Possible meeting - to be confirmed:** Thursday 21st December 2023 – Online Meeting to discuss AGM resolutions.

- Wednesday 17th January 2024, 09:00–16:00 – Board Meeting, Birmingham.
- Thursday 15th February 2024, 19:00-21:00 – Online Annual General Meeting.
- Wednesday 10th April 2024, 09:00-12:30 – Online Board Meeting (Part 1).
- Tuesday 16th April 2024, 19:00-21:00 – Online Board Meeting (Part 2).
- Wednesday 3rd July 2024, 09:00–16:00 – Board Meeting, Birmingham.

8. Any other business

No additional matters raised.

Closure

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