



MINUTES FOR THE AUK BOARD MEETING HELD
ONLINE ON 11 APRIL 2024 STARTING AT 1900.

PRESENT:

Andy Cox (**AC**) (Chair)
Caroline Fenton (**CF**)
Ian Hennessey (**IH**)
Grant Huggins (**GH**)
John Ward (**JW**)
Darrell Whittle (**DW**)
Andy Yates (**AYa**)
Anne Young (**AYo**) – part

APOLOGIES:

Nigel Armstrong (**NA**)
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 March 24 meeting

The minutes of the March 24 meeting (16/3/24) were approved.

4. Actions arising from minutes of previous meetings

March 24 Board Meeting

- 4.a Mar 24. Item 4.b Membership Secretary
- **CF** to liaise with **PR** regarding the production of a publicity flyer – **Not done, carried forward.**
- 4.b Mar 24. Item 4.d Banners and event signage
- **PR** (with Ged Lennox) to progress the design and procurement of banners and event signage. – **Ongoing.**
- 4.c Mar 24. Item 4.e AUK Templates
- **AYa** to prepare a set of templates for AUK documents. – **Not done, carried forward.**
- 4.d Mar 24. Item 4.i AGM Resolution 1
- **AYa** to start the preparation of a rider Code of Conduct. – **Ongoing.**
- 4.e Mar 24. Item 4.l NGB Application
- **AYa** to inform Sport England that AUK will not be proceeding with the NGB Application at this stage. – **Done.**
- 4.f Mar 24. Item 4.m Event entry methods and organiser responsibilities
- **IH / NA** to add wording to the Organiser's Handbook regarding tax responsibility. – **Ongoing**
- 4.g Mar 24. Item 5.a Director Handovers
- **CF** to request access for GH to aukweb database. – **Done.**
- 4.h Mar 24. Item 6.a ACP/LRM Representative
- **AC** to write to Jean-Gualbert Faburel at ACP to advise on the change. – **Not done, to be actioned by IH.**
- 4.i Mar 24. Item 6.b Mileater Secretary
- **AYa/GH** to liaise with current Mileater Secretary regarding handing over to a new post holder. – **Ongoing.**
- 4.k Mar 24. Item 6.c Delegates
- **IH** to discuss UAF delegate role with current post holder. – **Not done, carried forward.**
 - **GH** to discuss resilience regarding the validation secretary role with current post holder. – **Not done, carried forward.**
- 4.l Mar 24. Item 7.d Expenses Policy
- **NA** to review electric vehicle mileage rates. – **Done**
 - **AYa** to publish updated expenses policy. – **Done**

- 4.m Mar 24. Item 8.a IT Manager's report
- **Dave A** to prepare a test / development environment with anonymised data. – [Ongoing](#).
- 4.n Mar 24. Item 8.b IT Refresh project
- **KL** to research commercial DevOps providers on a contract basis and associated costs. – **Not done, carried forward**.
- 4.o Mar 24. Item 8.c Email services
- **AYa** to progress transition of AUK email to 0365. – [Ongoing](#).
- 4.p Mar 24. Item 8.d Password management
- **AYa** to progress with implementation of centralised password management system. – [Ongoing](#).
- 4.q Mar 24. Item 9.a Communications Director's report
- **PR** to progress sale of AUK jerseys, including actual sizing dimensions. – [Ongoing](#).
 - **PR** to review and update AUK web store. – [Ongoing](#).
- 4.r Mar 24. Item 9.b Arrivée
- **AC/DW** to meet with Ged L to discuss Arrivée. – [Done](#).
- 4.s Mar 24. Item 9.c Event banners
- **AYa** to forward organisers' feedback on event banners. – [Done](#).
 - **PR** to progress new designs for event banners etc. – [Ongoing](#).
- 4.t Mar 24. Item 10.a General Secretary's report
- **AYa** to prepare draft rider Code of Conduct for review and comment. – [Ongoing](#).
 - **AYa** to undertake review and update of data protection and privacy policies. – [Ongoing](#).
 - **AYa** to review awards and whether they should be rationalised. – [Ongoing](#).
- 4.u Mar 24. Item 10.b Data Protection
- **IH/AYa** to include additional information regarding organiser's data protection responsibility with the updated Organiser's Handbook. – [Ongoing](#).
- 4.v Mar 24. Item 10.c Archives
- **AYa** to progress with scanning archive information. – [Ongoing](#).
- 4.w Mar 24. Item 12.d BRM Regulations
- **AYa** to prepare draft updated regulations for review by the Board. – [Done, refer to item 5.e](#).

- 4.x Mar 24. Item 12.f LEL 2025
 - **IH** to confirm time limits for LEL 2025 routes. – **Not done, carried forward.**
- 4.y Mar 24. Item 12.g R50,000 award
 - **GH** to review how these new awards are to be implemented. – **Ongoing.**
 - **AYa** to prepare draft updated regulations for review by the Board. – **Done, refer to item 5.f.**
- 4.z Mar 24. Item 13.a Strategy
 - **AC/AYa/AYo/DW** to progress developing new 5-year AUK strategy. – **Ongoing.**
- 4.aa Mar 24. Item 15 Date of Next Meetings
 - **AYa** is to review the location for in-person meetings and poll Directors for suitable dates and times for the meetings. – **Done.**

Business

5. Events

5.a Organiser's Handbook.

Updates to the Organiser's Handbook are ongoing and nearly completed (including moving over from aukweb to audax.uk).

It was noted that due that some events may require permission to route across areas of land (e.g. Forestry England, Canal and Rivers Trust) and that organisers should check for if permission is required for their events. This is to be added to the Organiser's Handbook.

Actions:

- **IH** to add note about checking for permission to route events across land to Organiser's Handbook.

5.b Event Risk Assessments.

It was noted that organisers should generally provide more detail in their event risk assessment and that these should also be available to riders (or at least the risks and mitigations provided, typically via the event information details). The event delegates should review and feedback to try and improve the quality of the event risk assessments.

For perm events, the risk assessments should be reviewed and updated (as necessary) on a regular basis.

DW raised a questions regarding communication with event organisers. **JW** uses email to communicate with the perms organisers. **IH** noted that for calendar event organisers, it is harder to communicate with all of them and relies on the regional event delegates.

5.c Validations.

GH noted that he had not yet had a catch up with the Validations Secretary.

5.d LEL 2025.

IH noted that Danial Webb is being very helpful and keeping him aware of LEL2025 progress. The route is being adapted over the next few months and is being test ridden in June.

5.e BRM Regulations.

AYa presented the Board paper with a draft version of updated Event Regulations: *Apr 24 BM Event Regulations*.

The proposed amendments to the event regulations include for digital records of proof of passage (e.g. e-brevet or gpx), and being explicit that timings for intermediate controls are advisory only. These changes follow the changes which ACP have made to their BRM regulations, but would potentially apply to all AUK events.

It was agreed that **IH** and **JW** would review the draft wording and a vote on whether to adopt the revised regulations would be held at a future Board Meeting.

A discussion was also held regarding advisory and mandatory routing for events, and whether advisory routing should be discontinued. **IH** is to discuss further with the event delegates.

Actions:

- **IH / JW** to review draft updated Event Regulations.
- **IH** to discuss advisory routing with event delegates.

5.f R25,000 / R50,000 / R75,000 awards.

GH has been working on how the new awards would be implemented and this is ongoing.

It was noted that a new award design would be required and that maybe Ged L or Francis C may be interested and/or able to assist.

Actions:

- **GH** continue with implementation of new awards.
- **AC** to discuss awards designs with Ged L.
- **AYa** to also ask Francis C if he wanted to look at award design.

5.g Events routing.

Discussed under item 5.a above.

5.h ECEs and DIYs.

JW noted that ECEs were started for 2 main reasons; to push BPs up to BRs, and to encourage riders to ride to/from the start of events. The overall time for an ECE event is at Randonneur pace and is subject to a minimum distance of 200 km. It was agreed that no changes to ECEs are required.

JW noted that DIYs are AUK events and exist as 3 BP events (50 km, 100 km and 150 km) and BR events (200 km upwards, in 100 km increments). The points change implemented from this season does not change DIY events (i.e. there is no 250 km event).

5.i Organiser comms.

Also discussed under item 5.b above.

It was noted that as part of the development of O365 for AUK and **AYa**'s review of data protection policies we could set up mailing lists for organisers to improve communications with them.

It was also noted that Arrivéé should be used for more general and improved communication with the members.

Actions:

- **AYa** to review the creation and use of mailing lists for organisers.

6. Any other business

AC requested that meeting actions be given priorities and an action tracker be prepared.

Actions:

- **AYa** to prioritise actions and prepare action tracker.

GH noted that Peter D (Annual Reunion delegate) has started sending out reunion invites.

Closure

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