



MINUTES FOR THE AUK BOARD MEETING
HELD AT THE IBIS HOTEL, BIRMINGHAM
on 11 April 2018 STARTING AT 0945.

PRESENT:

Chris Crossland (“CC”) (Chairman)
Martin Foley (“MF”)
John Sabine (“JS”)
Graeme Provan (“GP”)
Peter Lewis (“PL”)
John Ward (“JW”)
Caroline Fenton (CF”)
Nigel Armstrong (“NA”) in part

IN ATTENDANCE:

Dave Minter (“DM”)
Rob McIvor (“RM”)
Miranda Smith (“MS”)

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.

3. Minutes of previous meetings

Board Meeting – 10 April 2018

Approved

4. Matters arising from minutes of previous meetings

4.1 AGM

GP reported that it had been interesting to use ERS as an alternative provider to last year's choice. Whilst there had been issues, GP was confident that, whatever provider was chosen next year, improvements could be made to the AGM process.

Online voting had increased again in line with the increase in membership.

4.2 NGB Status

GP had now received the pre-application form.

CC and GP to agree wording to differentiate our sport along the lines of:

“Randonneur cycling as promulgated by Audax Club Parisien”

4.3 Super Randonnee 600 km. Permanent Events

These are standalone events organised under regulations established by ACP. The explanatory notes on Aukweb are now correct and as previously agreed by the board.

5. Business

5.1 Vacant Director Posts

CC reported that he had received an application and supporting statement from NA for the position of Finance Director. It had not been possible to include this in the AGM business so the board could make an appointment pending election at the next AGM.

CC therefore proposed that NA be co-opted as the Finance Director.

NA declared his interest in the arrangement to supply bookkeeping services to AUK on a paid basis. This work was largely done by an assistant within NA's firm.

The board noted and approved the interest.

It was agreed to advertise the vacant non-executive director post.

5.2 Change of Registered Office

It was resolved to change the registered office to Unit 6, Whitelands, Terling Road, Hatfield Peverel, Essex CM3 2AG from 1st May 2018.

5.3 GDPR

GP introduced GDPR and explained some of the background.

The new website will address security which is currently a weakness.

The new website may capture non-member data and this may need consent.

The practicalities of tackling GDPR would be explored in the strategy session after the meeting.

5.4 Debit Card Authorisation

CC reported that an increasing number of online payments were being made and that, accordingly, a debit card would be useful.

NA explained that board authority was required to apply for such a card.

NA also explained that the current bank mandates needed to be updated. It was agreed that 3 signatories were appropriate – Chair, Finance Director, and General Secretary. A limit of £500 was suggested and NA will investigate how to deal with the mandates.

It was resolved to approve the application for a debit card.

5.5 IT Update

MS joined the meeting.

CC drew the board's attention to the Project Board report.

JS noted the overspend and questioned if the contractor did not understand the brief or was not being briefed fully. He asked if the overspend was within an acceptable range or did we need to look carefully at the next phases. Given the complexity of the current website and the difficulties encountered during the development, the overspend was not wholly unexpected and did appear to fall within acceptable limits.

JW suggested we complete Phase 1 and any essential changes before proceeding further to allow time to take stock.

CC proposed that the board approve a figure of £30,000 for the remainder of Phase 1, based on ensuring the contractor's performance.

It was resolved to approve the allocation of £30,000 to complete Phase 1 with a further £20,000 available at the discretion of the Chair.

It was explained that support costs would be treated as revenue items.

JS asked if the Project Board was happy with the contractor

CC explained that there had been difficulties along the way but that these were being worked through.

MS gave a presentation which included on screen views of the new website.

It was agreed that a separate page could be added for unofficial awards, subject to regular upgrading.

MF reported that Apidura had offered access to a library of cycling photographs. These photographs all featured their products but were not adverts. The offeror is a member of AUK.

It was agreed that the photographs would be acceptable provided they did not look like adverts.

6. Reports

6.1 Chair

CC referred to the various reports that he had tabled at the meeting.

CC is working on a revision of the LRM regulations with Keith Benton.

RM asked about the increased pagination for Arrivee. CC explained that there was a backlog of articles.

It was agreed that club affiliations should be locked down from October 1st in advance of PBP with no new clubs to be added until after PBP.

CC asked board members to use their @audax.uk email addresses in preference to other addresses, and to use them as IMAP mailboxes, synchronised between the mail server and their own devices if wishing to have access to them on those devices. Webmail was also acceptable. It was

important for directors' official email archiving to be available to both their successors and the organisation.

6.2 General Secretary

GP referred to his report.

6.3 Finance Director

NA referred to the management accounts.

The Board carefully considered the management accounts.

6.4 Calendar Events Secretary

MF tabled his report.

MF highlighted the recent bad weather.

The decision on whether or not to run an event currently sits with individual organisers. MF questioned if there was a case for the Events Secretary to step in if severe weather was forecast. With the support of the Chair he had recently recommended strongly to some organisers that they should postpone their events due to Met Office warnings of severe adverse weather conditions posing a danger to life of entrants.

It was agreed that AUK does not want to make such decisions centrally.

MF will review the wording in the Organisers' Handbook.

It was agreed to remove the 30 day limit for re-running weather-affected non-BRM events. Events would have to be re-run within the same season.

6.5 Permanent Events Secretary

JW referred to his report.

DIY rides were thriving in the poor winter weather.

6.6 Events Services

PL referred to his report.

It was resolved to approve the expenditure on a replacement brevet card print run.

The RRTY secretary vacancy should be advertised.

6.7 Membership

There were 7178 members as of the 9th of April.

MW had re-designed the frame stickers and car stickers and it was agreed to order new stock.

6.8 Communications

No report

7. Meeting Dates

11 July 2018

10 October 2018

9 January 2019

10 April 2019

AGM – 9 February 2019

8. Any other business

8.1 MF presented his annual review of AUK's children and vulnerable adults policy. He concluded that no changes were needed at this time.

DM reported that the ISR records had been transferred.

DM reported that the UAF affiliation fee had been paid.

8.2 Arrivee deadlines:

14/7

15/10

9. Closure

There being no further business the Chairman declared the meeting closed at 3.00 pm.

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Chair

..... 2018

Addendum – Strategy Meeting

Regulations

PL has produced some drafts on this and asked the Board to review and comment.

There was general agreement that PL's approach worked.

PL will do some further work on the format for wider review.

GDPR

CF and GP would produce a new privacy policy and guidance in consultation with MF and PL as necessary.

Outsourcing

NA, GP, JS and new non-exec would form a working group to look at opportunities for outsourcing work. The first step would be to identify areas that would lend themselves to this approach.