



MINUTES FOR THE AUK BOARD MEETING HELD AT  
IBIS STYLES BIRMINGHAM CENTRE ON  
16 MARCH 2024 STARTING AT 0930.

**PRESENT:**

Andy Cox (**AC**) (Chair)  
Nigel Armstrong (**NA**)  
Caroline Fenton (**CF**)  
Ian Hennessey (**IH**)  
Grant Huggins (**GH**)  
Paul Renshaw (**PR**)  
John Ward (**JW**)  
Darrell Whittle (**DW**)  
Andy Yates (**AYa**)  
Anne Young (**AYo**)

**IN ATTENDANCE:**

Kevin Lake (**KL**) – part

**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**

**NA** re-declared his interest in PI Partners.

**3. Minutes of previous meetings**

3.a Minutes of January 24 meeting

The minutes of the January 24 meeting (17/1/24) were approved.

## 4. Actions arising from minutes of previous meetings

### January 24 Board Meeting

- 4.a Jan 24. Item 4.a Finance Director
  - **NA** and **CC** to arrange to attend a Lloyds bank branch to try and update the address details – **Done**.
- 4.b Jan 24. Item 4.c Membership Secretary
  - **CF** to liaise with **PR** regarding the production of a publicity flyer – **Not done, carried forward**.
- 4.c Jan 24. Item 4.d 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.d Jan 24. Item 4.g Banners and event signage
  - **PR** (with Ged Lennox) to progress the design and procurement of banners and event signage. – **Ongoing**.
- 4.e Jan 24. Item 4.h AUK Templates
  - **AYa** to prepare a set of templates for AUK documents. – **Not done, carried forward**.
- 4.f Jan 24. Item 4.i Communications Director
  - **PR** to liaise with Ged Lennox and check the AUK contacts published in Arrivée. – **Done**.
- 4.g Jan 24. Item 4.s Non-Executive Director
  - **PH** to start compiling risks facing the organisation with the assistance of the other Board members. – **Not done**.
- 4.h Jan 24. Item 5.a Management Accounts
  - **NA** to add **AYa** to AUK's banking, and following the AGM, remove **CC** and add the new Chair. – **In progress**.
- 4.i Jan 24. Item 5.b AGM Resolution 1
  - **AYa** to start the preparation of a rider Code of Conduct. – **Ongoing**.
- 4.j Jan 24. Item 5.b AGM Resolution 1
  - **AYa** to add the award recipients and supporting wording to the Annual Report. – **Done**.
- 4.k Jan 24. Item 5.g Directors and Delegates
  - **PR / AYa** to update Directors and Delegates listing on website and Arrivée. – **Done**.

- **AYa** to check with Board and Delegates regarding the publishing of their postal address in Arrivée. – [Done](#).
- 4.l Jan 24. Item 5.h NGB Application
- **AYa** to inform Sport England that AUK will not be proceeding with the NGB Application at this stage. – **Not done**.
- 4.m Jan 24. Item 5.i NGB Application
- **IH / NA** to add wording to the Organiser’s Handbook regarding tax responsibility. – **Not done**.
  - **JW / CF** to progress the transition of perm and DIY Organisers to Stripe. – [Done](#).
  - **NA** to investigate what data will be required for the HMRC reporting. [Done](#).
- 4.n Jan 24. Item 6.b.2 Gender / Sex information
- **AYa** to review current procedures and policies and present recommendations to Board. – [Done, refer to item 10.a](#)

## Business

### 5. Directorships

- 5.a Introduction and handover of responsibilities to new Board members.

**AYa** welcomed the new Board members and asked if there were any handover issues.

**AC** reported a handover session with his predecessor and that information has been handed over.

**GH** reported handover sessions with his predecessor regarding the Recorder role. **GH** requested access to the aukweb database to assist with running scripts (as his predecessor did) for assessing awards.

**DW** and **AYo** reported no issues.

#### **Actions:**

- **CF** to request access for GH to aukweb database.

- 5.b Director Duties.

**AYa** referred the Board to the Board paper: *Mar 24 BM Directors Duties*.

**AYa** noted the paper provided a summary of the duties placed on directors as well AUK's objects and was presented as a reminder of the duties of the Board.

## 6. Delegates

### 6.a ACP/LRM Representative.

**AC** recommended that the ACP/LRM Representative role be moved from the Chair. It was agreed that the role would be moved to **IH** as Calendar Events Secretary.

**Actions:**

- **AC** to write to Jean-Gualbert Faburel at ACP to advise on the change.

### 6.b Mileater Secretary.

**AC** recommended, and it was agreed, that the Mileater Secretary be moved to being under the responsibility of Event Services.

**AYa** noted that the current Mileater Secretary is looking to handover the role to a new post holder.

**Actions:**

- **AYa/GH** to liaise with current Mileater Secretary regarding handing over to a new post holder.

### 6.c Confirmation of Delegates.

**AYa** referred the Board to the Board paper: *Mar 24 BM Directors and Delegates*.

**GH** proposed that Sarah Britton be confirmed as the RRtY Award Secretary. This was agreed by the Board.

**IH** proposed that Steve Ogden be confirmed as the Regional Events delegate for Midlands & East of England. This was agreed by the Board.

It was unclear whether the UAF delegate was still required and **IH** should discuss this with the current post holder.

The role of Validation Secretary was discussed and whether having a single appointee presented a risk to AUK. **GH** will discuss further with the current post holder.

**AC** recommended, and it was agreed, that the Fixed Wheel Challenge delegate role be moved to being under the responsibility of Event Services.

**AC** noted that Mike Warren and Nick Branson have kindly volunteered to assist with IT development and a useful first meeting had been held. It was agreed that they would be listed as Systems delegates.

It was agreed that a review of the delegates would be carried out each year.

**Actions:**

- **IH** to discuss UAF delegate role with current post holder.
- **GH** to discuss resilience regarding the validation secretary role with current post holder.

## 7. Finance

### 7.a Finance Director's report.

**NA** presented his report to the Board which included an overview of the financial aspects of AUK for the benefit of the new Board members.

### 7.b Management Accounts and forecasts.

**NA** presented the latest Management Accounts and forecast to the Board. The current financial position of AUK is healthy with a good level of reserves. The current year is forecast to end with a surplus.

### 7.c Directors' financial mandate.

**NA** referred the Board to the Board paper: *Mar 24 BM Financial Mandate*.

The Board approved the Financial Mandate for Directors and agreed that, due to the changes in IT spending, the IT Manager should no longer be included in the mandate.

### 7.d Expenses policy.

**NA** referred the Board to the Board paper: *Draft Expenses Policy*.

**AC** raised a point regarding the mileage rate for electric vehicles. **NA** will review and include this within the policy.

Subject to the point regarding electric vehicles, the Board approved the Expenses Policy and **AY** is to arrange for its publication on the website.

**Actions:**

- **NA** to review electric vehicle mileage rates.
- **AYa** to publish updated expenses policy.

7.e Santander mandate.

**NA** presented the forms required to update Santander with the new Board directors. These were circulated and signed for **NA** to submit.

## 8. IT Systems

8.a IT Manager's report.

Kevin Lake (KL) attended online and presented the *20240314 - IT Managers report*.

KL reported that aukweb has been successfully moved from UK Hosting to AWS, and that the new perms pages (for both riders and organisers) are now live on audax.uk.

KL noted that we are still encountering difficulties in getting sufficient time from our paid for developer to do the necessary development work. Dave A is doing a lot of work and have had offers of help from two new volunteers (Mike W and Nick B). An initial meeting has been held and KL is very optimistic that their support will be very beneficial in moving things forward. A test / development site with anonymised data is to be prepared.

**Actions:**

- **Dave A** to prepare a test / development environment with anonymised data.

8.b IT Refresh project, progress and development.

KL advised that the next focus is calendar events and the associated organiser administrator pages. However, as there is a more active use of these pages (particularly the organiser pages) it will be a more difficult process and is likely to take several months. We will also need to ensure that ride organisers are prepared for the changes.

**JW** noted that transition of perms events should be completed before getting started on calendar events and that DIY events also need to be included.

**DW** asked what is required to generate the momentum to get aukweb switch over. **KL** responded that the key aspect was getting enough time from our paid for developer. It was agreed that **KL** should look at commercial DevOps providers so as to provide additional resources.

**Actions:**

- **KL** to research commercial DevOps providers on a contract basis and associated costs.

8.c Email services.

**AYa** referred the Board to the Board paper: *Mar 24 BM Email Services*.

**AYa** proposed that AUK's email service is moved over to Microsoft O365 to provide a more stable email service (and removing the need for SpamHero) as well as providing access to OneDrive, SharePoint and Teams which could replace Dropbox and Zoom.

It was agreed to progress with this proposal.

**Actions:**

- **AYa** to progress transition of AUK email to O365.

8.d Password management.

**AYa** referred the Board to the Board paper: *Mar 24 BM Password Management*.

**AYa** proposed that AUK implement a centralised password management system. It was noted that the cost of such systems (e.g. BitWarden, LastPass) is modest. It was agreed that **AY** should to look at the options and progress with implementation.

**Actions:**

- **AYa** to progress with implementation of centralised password management system.

## 9. Communications

### 9.a Communications Director's report.

**PR** noted that Arrivéé remains popular with positive feedback from members and that there has been improved visibility of under-represented groups within the magazine.

**PR** noted that the sale of AUK hi-vis vests is ongoing and he is optimistic that the stock will sell.

**PR** reported that AUK jerseys are in development and should hopefully be on sale within a month. **GH** requested that actual dimensions are provided against the sizing (S/M/L etc.). **NA** noted that he would prefer a pool approach. It was agreed that AUK should make a small profit on jersey sales to at least over transaction costs.

**AC** requested that the web store be reviewed and updated so that it looks more like we are selling items.

#### **Actions:**

- **PR** to progress sale of AUK jerseys, including actual sizing dimensions.
- **PR** to review and update AUK web store.

### 9.b Arrivéé and electronic availability.

It was noted that the AUK Board have little oversight of Arrivéé and especially the contacts and Director's pages. It was also noted that AUK do not have access to the templates or data.

**AC** noted that he has had an initial discussion with Ged L and suggested another meeting to discuss further. **DW** also offered to support.

**CF** noted that issues of Arrivéé are available on the website (using Yumpu).

#### **Actions:**

- **AC/DW** to meet with Ged L to discuss Arrivéé.

### 9.c Event banners.

**PR** is to progress new designs for an 'event pack' comprising event banners, control signs and arrows, and helper's certificates. **AYa** will forward the feedback he had previously received from organisers regarding event banners.

#### **Actions:**

- **AYa** to forward organisers' feedback on event banners.



- **PR** to progress new designs for event banners etc.

9.d AUK Forum discussion.

**AYa** noted that the AUK Forum is now little used by the majority of members and whilst it has provided a useful communication method previously (and particularly to be able to facilitate discussion on AGM matters), it would be sensible to review whether it remains useful or whether there are more appropriate methods now available.

## 10. General Secretary

10.a General Secretary's report.

**AYa** presented his report to the Board: *Mar 24 BM Gen Sec Report*.

**AYa** noted that the AGM was successfully held online on 25/2/24 and that the online voting service provided by Mi-Voice worked very well. Subsequent to the AGM, Graeme P (Company Secretary) has updated Companies House with the new and retired Directors.

**AYa** has started preparation of a ride Code of Conduct however this is not yet ready for circulation for review.

**AYa** reported that the Annual Reunion organisers are progressing extremely well for the 2024 Annual Reunion. The venue is booked and booking for members are due to open in April.

The ongoing discussion regarding gender/sex information and the AUK awards based on sex continued. It was noted that AUK's Objects include "*to encourage [and] promote, ... non-competitive long-distance cycling*" and as such should competitive awards (e.g. highest points) be removed and awards based on achievement and merit (e.g. Randonneur 10,000) only be provided? **AYa** to review awards and whether they should be rationalised.

**AYa** noted that he is planning a review of AUK's data protection and privacy policies to ensure they are up to date.

**AYa** reported a communication he had received from a member for a potential AGM resolution requiring all perms to include online entry as a minimum. It was noted that all new perms do require online entry (via Stripe), a lot of perm organisers have now added online entry and hence the vast majority of perms do already include online entry. However it was also noted that some existing perm organisers do not wish to offer online entry.

**Actions:**

- **AYa** to prepare draft rider Code of Conduct for review and comment.
- **AYa** to undertake review and update of data protection and privacy policies.
- **AYa** to review awards and whether they should be rationalised.

10.b Data Protection.

**AYa** noted that some concerns had been raised regarding members' personal data being used for marketing emails.

It was agreed that the Organiser's Handbook should be clearer regarding organisers' responsibilities with regards to data protection and what is expected of organisers.

**Actions:**

- **IH/AYa** to include additional information regarding organiser's data protection responsibility with the updated Organiser's Handbook.

10.c Archives.

**AYa** presented his paper to the Board: *Mar 24 BM AUK Archives*.

It was agreed that historical archive material should be scanned and stored with a view to it being made available to members via the website.

**Actions:**

- **AYa** to progress with scanning archive information.

## 11. Membership

11.a Membership Secretary's report.

**CF** presented her report to the Board: *Memsec report 240316*.

**CF** noted current membership is around 8320 which is a significant increase from the same position last year.

## 12. Events

12.a Calendar Event Secretary's report.

**IH** presented his report to the Board: *calevents-report-mar-24*.

**IH** raised the issue of event risk assessment and whether this should be reviewed to try and elicit more relevant risk information. It was highlighted that any identified risks should be shared with rides, and mitigation measures also need to be visible to riders. A suitable method of achieving this can be through the Event Information and Route Sheet (i.e. more information than just a route sheet) which is shared with all entrants.

12.b Permanent Event Secretary's report.

**JW** presented his report to the Board: *Permanents Report 16 March 2024*.

12.c Event Services Director's report.

**GH** presented his report to the Board: *Event Services Director Report 240313*.

**GH** noted that all PBP 2023 results and claims have been resolved.

**GH** noted a minor issue with aukweb results recording relating to GMT and BST. The issue only affects RRtY awards but as this is done manually and checked, the aukweb issue is of less significance.

12.d BRM Regulations.

**AYa** presented his paper to the Board: *Mar 24 BM BRM Regulations Notes*.

It was noted that ACP have revised and updated their BRM rules (effective January 2024). The main changes relevant to AUK are:

- Intermediate opening and closing hours are only advisory. Riders will be allowed to use an alternative proof of passage if there is no more volunteer at the check point.
- Brevet cards can be replaced by digital means. Nevertheless, an organisation must always offer to riders to use a physical brevet card if they want to.

The AUK event regulations should be reviewed and updated to align with the revised ACP regulations.

**Actions:**

- **AYa** to prepare draft updated regulations for review by the Board.

12.e E-brevet.

The e-brevet app was endorsed by the Board as an acceptable digital brevet card for AUK events.

Further discussions are to be had looking in more detail at e-brevet and how it is implemented on AUK events.

12.f LEL 2025.

The LEL 2025 organiser had submitted his report to the Board: *LEL report to AUK Mar 24*.

It was noted that Danial W should be invited to future Board meetings to discuss preparations for the LEL 2025 event.

It was noted that AUK should confirm the time limits for the LEL 2025 routes.

**Actions:**

- **IH** to confirm time limits for LEL 2025 routes.

12.g R50,000 award.

Following communications from a member, the introduction of additional Randonneur awards, to bridge the gap between R10,000 and R100,000 awards, was discussed.

It was agreed to introduce the following awards:

- Randonneur 25,000: awarded to those who, within any period of time, complete BR, BRM, ACP or RM events comprising a total distance of at least 25,000 km at randonneur standard.
- Randonneur 50,000: awarded to those who, within any period of time, complete BR, BRM, ACP or RM events comprising a total distance of at least 25,000 km at randonneur standard.
- Randonneur 75,000: awarded to those who, within any period of time, complete BR, BRM, ACP or RM events comprising a total distance of at least 25,000 km at randonneur standard.

**Actions:**

- **GH** to review how these new awards are to be implemented.
- **AYa** to prepare draft updated regulations for review by the Board.

#### 12.h Organiser validation of events.

**DW** asked whether AUK should review the current limit on organiser's validating their own events, noting the time and costs associated with sending brevet cards to and from the Validation Secretary.

It was noted that AUK is a validating organisation, and that this role should stay valuable. It was also noted that the Validation Secretary provided an efficient service.

However, it was acknowledged that with the introduction and increasing use of e-brevet (and other digital means of proof of passage) the issue of physical brevet cards, and their validation, is likely to require changes to the validation process in the future.

### 13. Strategy

#### 13.a Development of AUK strategy introduction.

**AYa** noted that there had been some work done previously towards developing a new 5-year strategy for AUK however this work had stalled. It was agreed that a smaller group of **AC, AYa, AYo** and **DW** should start to develop a new 5-year strategy for AUK.

**Actions:**

- **AC/AYa/AYo/DW** to progress developing new 5-year AUK strategy.

### 14. NEDs

#### 14.a Comment and feedback.

**DW** commented that it would be beneficial if there were maybe more frequent meetings than the previously held quarterly meetings. He also suggested that more delegates (and others) should be invited to the meetings to assist in the Board engaging with the members and being more open and responsive to issues.

**AYo** concurred with **DW's** comments and noted that it was a positive meeting with lots of ground covered.

## 15. Date of Next Meetings

### **Date of next meetings:**

It was agreed to hold 4 face-to-face, whole day Board Meetings during the year, and 8 shorter, online meetings between the face-to-face meetings. The preference was for Saturday's for in-person meetings and a weekday evening for the online meetings.

It was also raised that the Annual Reunion could potentially be a good time to meet in person, and also potentially with the delegates, although the timing may clash with anyone riding a dart to the event. This should be discussed and agreed at a future meeting.

### **Actions:**

- **AYa** is to review the location for in-person meetings and poll Directors for suitable dates and times for the meetings.

[Post Meeting Note:

The following dates and times for Board Meetings are planned:

### **In-person Board Meetings**

- Saturday 1st June 2024
- Saturday 5th October 2024
- Saturday 18th January 2025
- Meetings to be held in Birmingham (location tbc) from 0900 – 1600.

### **Online Board Meetings**

- Thursday 11th April 2024
- Thursday 9th May 2024
- Tuesday 16th July 2024
- Thursday 5th September 2024
- Thursday 14th November 2024
- Tuesday 17th December 2024
- Meetings to be held online from 1900 – 2100.

end]

## 16. Any other business

None

## Closure

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