



MINUTES FOR THE AUK BOARD MEETING
HELD AT THE IBIS HOTEL, BIRMINGHAM
on 10 January 2018 STARTING AT 09:00.

PRESENT:

Chris Crossland (“CC”) (Chairman)
Mike Wigley (“MW”)
Martin Foley (“MF”)
John Sabine (“JS”)
Graeme Provan (“GP”)
Peter Lewis (“PL”)
Dave Minter (“DM”)
John Ward (“JW”)

IN ATTENDANCE:

Richard Jennings (“RJ”) (in part)
Danial Webb (“DW”) (in part)
Ged Lennox (“GL”) (in part)

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 – 11 October July 2017

Approved

4. Matters arising from minutes of previous meetings

4.1 Brevet Card Income Query

CC referred the meeting to his report. He had studied the anomalies previously noted by the Board concerning the changes in validation income between the years 2015-16 and 2016-17, and had concluded that the errors assumed to have taken place in 2016-17 had in fact taken place in the year previous, 2015-16. AUK Accounts had confirmed that this was indeed the case and had provided detailed figures to confirm this.

JW stated that he is trying to align income with the financial year. Widening access to view the bank account will help.

4.2 Reunion 2017

CC was pleased with the weekend and the turnout.

He felt the board forum had been particularly useful.

During the forum, and in a subsequent more detailed email message, Andy Clarkson had mooted that AUK's year-end should align with ACP and other similar organisations – i.e. 31 October. Andy wondered whether most awards could be determined and their winners notified before the end of the season to keep the reunion in November. He had offered to conduct a feasibility study to determine if this was viable

GP noted that attendance at the reunion was boosted significantly after the notifications to award/trophy recipients and the link between the two was, in his view, important to the sustainability of the reunion. A move to the sort of deadlines that a 31 October end of season would bring would have a deleterious effect in that respect

MF commented that the new website will help with identifying award recipients earlier but much will still depend on human input.

It was generally recognised that the best month for the reunion was November thereby avoiding the festive season in December and the worst of the winter weather in January and February.

It was also agreed that the board would prefer to re-align the season with other national organisations but that for the time being the preferred reunion and awards calendar and AUK's infrastructure made it very difficult.

4.3 Reunion 2018

MF reported that he had booked the Stirling Court Hotel for the 2018 reunion to be held during the weekend of the 16-18 November.

4.4 Affiliations

GP reported that the CTT affiliation had been completed and he was in receipt of the certificate.

DM reported that the affiliation fee had been paid to UAF and an informal response had been received. It was confirmed that AUK's UAF brevets would be insured under AUK's insurance policy in line with other brevets.

5. Business

5.1 AGM Resolutions

GP confirmed that the resolution regarding helpers' rides had been withdrawn.

A member had raised concerns about the UAF and SR600 resolutions. Some of these concerns had been allayed but the member remained concerned. CC had suggested a solution which had not been acceptable to the member. Having reviewed the matter carefully, it was agreed that CC's suggested amended resolutions be approved for submission to the Annual General Meeting, and that the member in question should be informed so that he could consider any further amendments.

5.2 Board Vacancies and Director Nominations

GP reported that the current Chair and Events Secretary had been nominated for those posts respectively in line with the requirements of the Articles of Association. There had been two nominations received for the Membership Secretary post, but he had received no details about any other candidates or posts up for election. The deadline for nominations had not yet passed and he reminded the two non-executive directors that if standing again for election, they should submit their nominations before the deadline. Both intimated that there were no problems with their nominations and that these would be forthcoming before the deadline.

JS commented that he had a concern with director turnover. He believed there was a pressing need to move ahead with a strategic review of director roles and the potential for introducing potential paid assistance.

DM was considering submitting a paper on that subject for the board to consider.

5.3 2016/17 Annual Accounts

CC referred to the accounts and report .

It was resolved to approve the accounts.

5.4 IT Update

RJ joined the meeting.

An ad has been placed on the website for a web content manager.

The next sprint was scheduled to begin on the 29th of January but may be subject to a delay. Otherwise, RJ was pleased with progress and felt the project was in a good position. The next set of sprints has been defined and no major risks have been identified.

60% of costs have been paid and 50% of the work is complete.

DM asked where the project was in terms of budget. CC explained that it was on budget. RJ commented that he was happy with costs so far. The work to be done in the spring will carry the greatest cost risk.

The current delivery date for the software is late spring 2018.

It was reported that there was an urgent need for some web content work to be undertaken. PL had offered to carry out the work through his company at a reduced rate.

PL declared his interest in the matter and excused himself from the meeting pending a vote.

The board was asked to approve an initial expenditure of not more than £5000. RJ noted this was significantly below the market rate.

After careful consideration it was resolved that it was in the best interests of AUK to approve the engagement of PL's company to undertake the urgent work on the basis outlined above.

It was noted that there would be an ongoing requirement for this work but the approval sought today would only cover this initial urgent engagement. This future work would have to be subject to open recruitment from the membership (the current ad would suffice) with an appropriate selection procedure.

5.5 LEL Review

DW joined the meeting.

1412 riders had started LEL. The strong headwinds towards the end of the event had thinned the field considerably. This had backed up DW's continued advice to riders that UK weather could be a major factor.

Overall, DW believed that the infrastructure and numbers had worked.

The 100 hour group had been introduced for 2017. The conditions had made it extremely tough for many riders in this group and the largest percentage of DNFs was from this group.

DW had also introduced a gap between the 100 hour riders and the rest of the field in an effort to avoid the overcrowding issue that had affected Pocklington in 2013. Whilst this had been achieved, it had really just moved the same problem on to Louth. DW believes that a bigger control venue will be available for the next edition which should help.

DW believed that the catering provided by the school venue had been one of the stand out success stories of this edition. They had provided an excellent service and this would be repeated for the next edition. This contrasted with some of the freelance providers and particularly the supplier at Louth. DW acknowledged that the catering at Louth had been the biggest organisational issue in 2017.

Other matters that DW felt would need to be reviewed and refined for the next edition included:

- System for accident reporting
- Organiser should not additionally run a control as not time effective
- Clarity on control times and what happens to riders who are out of time at a control
- Ensuring that riders were taking the warnings about the vagaries of UK weather seriously.

Approximately 600 feedback sheets had been returned and the respondents had been overwhelmingly positive about their experience. Inevitably, the catering at Louth had been raised as a negative aspect.

The volunteer feedback had also been positive and, in turn, the volunteers had received a huge amount of positive comment in the rider feedback responses.

DW had also seen a marked increase in support from the communities that had hosted controls or which were on the route generally. He had

received approaches after the event with offers of assistance for the next event.

DW had been encouraged by the favourable press coverage which had been managed by Liam Fitzpatrick.

DW reported that many of the controllers had indicated that they would sign up for the next edition. DW himself would consider his continued involvement and let the board know in due course. He noted that key team members; Roger Cortis and Phil Whitehurst would not be available for the next edition and that a new management team would be needed.

MW asked DW about DNF rates.

DW felt this was not an issue and it had not been raised in the feedback sheets. The ride is a challenge and it is up to riders to appreciate and manage that challenge. Handing out medals to HD riders had helped avoid disappointment for those riders.

PL raised a concern about the distribution of merchandise at the start.

DW explained that there had been an issue with the format Force GB had used for supplying the goods.

PL asked about policies for lost brevets and missed scans.

DW explained that every control had the ability to produce a pdf of any rider's brevet card but that controllers may not have been aware of this. The barcodes and scanners will not be used for the next edition as DW believes that manual entry is more efficient.

GP noted that the insurance that Roger Cortis had managed to arrange for foreign riders had been of huge benefit and suggested that this be mandatory for the next event.

The board expressed its gratitude to DW and his board and volunteers for running the event.

MW then presented the Helpers' Trophy to DW, which DW accepted on behalf of the LEL volunteers.

6. Reports

6.1 Chair

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

He noted that he had also had to become involved with Finance and IT in the continuing absence of an FD.

The ACP invoice had been received recently and the appropriate apportionment had been passed to the FD of LEL for payment. LEL had subsequently settled that figure and the outstanding amount from 2013.

The board expressed its appreciation for CC's efforts in dealing with LEL.

6.2 General Secretary

GP referred to his report.

6.3 Finance Director

CC referred members to the report.

The Board carefully considered the management accounts.

6.4 Calendar Events Secretary

MF tabled his report.

He noted, in particular, the increase in events in the south west of England. He was therefore monitoring whether this might necessitate a re-drawing of regional boundaries in the future.

MF reported that AUK is making a loss on BRM events, accruing from the difference between what AUK pays to ACP for validation and what we charge. It was generally agreed that this was appropriate as BRM events are so crucial to AUK.

MW asked if the increase in membership numbers needed to be matched by an increase in the number of events.

MF believes that this is not yet an issue but he was conscious that no one had volunteered to run the National 400 for this season and his belief is that volunteer numbers may be the pinch point.

The ACP presentation for PBP 2019 was taking place in a few days' time and MF noted the relatively short window that would probably be available to run the 400 and 600 events for qualification.

6.5 Permanent Events Secretary

JW reported that numbers so far this season were as expected.

There had not been many requests for GPS validations of Perms but it had not been pushed that hard. There was an issue with marrying up brevet cards and GPS records which would be easier to manage with the new system.

JW had an underlying concern about the workload of the DIY organisers and the consequences if one of the existing organisers dropped out. He will consider if another organiser should be appointed.

6.6 Events Services

PL referred to his report.

He highlighted the slight drop off in calendar validations.

6.7 Membership

MW referred to his report.

The late renewals were starting to arrive and over 6200 had renewed so far which was a good percentage compared to previous years.

6.8 Communications

GL's report was tabled.

7. Meeting Dates

11 April 2018

11 July 2018

10 October 2018

8. Any other business

8.1 Arrivee - Managing Editor

It was resolved to appoint GL as Managing Editor for the spring issue of Arrivee on the same basis as the previous edition.

8.2 Arrivee deadlines:

15/4

14/7

15/10

9. Closure

There being no further business the Chairman declared the meeting closed at 4.45pm.

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Chair

..... 2018

Addendum – Strategy Meeting

Arrivee

GL joined the meeting to discuss the future of Arrivee.

CC noted that GL had been appointed as the managing editor for the next issue.

GL believes the roles of Communications Director and Managing Editor of Arrivee should be separated. The Managing Editor should report to the Communications Director. The recent changes in the editorial team had brought matters to a head.

Previously the editors just did not have the time and resources to “edit” – as opposed to producing the magazine. At times this had led to variable content as copy and pictures were published as submitted on most occasions.

GL recognised that the editors had contributed hugely to the success of Arrivee despite the lack of resource given to them.

He believes the recent issues have “read” better and that the quality of the pictures has also improved.

Advertising revenue could cover a substantial part of the cost of a managing editor. A balance would need to be struck between copy and advertising – in GL’s belief not more than 10% of the magazine should be advertising. It was felt that adverts should be cycling related.

The possibility of providing discounted space for organisers to publish events was raised – perhaps 1/8 of a page slots.

There should be a clear link between the magazine and the website.

GL stated that the magazine should be for members and by members NOT by AUK for members. As long as copy was legal, decent, non-discriminatory, truthful and related to long-distance cycling it should be open for inclusion. There should be no need for detailed editorial guidelines. AUK should set guiding principles and leave it to the Communications Director to supervise the Managing Editor in delivering those principles via the magazine.

GL is going to re-write the contributor guidelines on the website.

Peter Moir is firmly established and valued as one of the editors but GL is considering using guest editors for some future editions.

GL will produce a specification for the role of Managing Editor so that the board can advertise and appoint.

Regulations

CC has produced a report detailing some of the background to the regulations. He also highlighted the need to take into account the interaction between the AUK Regulations and

- ACP's regulations, including the Regulations of Brevet de Randonneurs Mondiaux and regulations for events such as, for example, Fleches Nationales (Easter Arrow), Super Randonnée Permanents, etc.
- LRM's regulations for the conduct of events over 1200 km. in length.
- UAF's regulations for the conduct of UAF audax events

GP and PL had also sent CC their views.

GP believes 2/3 stages to amend:

- Split existing into technical and governance sections and tidy definitions etc
- Re-organise the order etc but keep the same underlying regulations
- Make required amendments

National Governing Body

MF reported that the application process had changed. It was now slightly easier.

Looking at our list of pre-application requirements, we no longer have any items marked as red and only a few as yellow.

There is a pre-application stage with Sport England to ensure that certain criteria have been met before proceeding to the full application.

MF believes we have reached the point where we can ask Sport England for the appropriate form.

Term Limits

DM and JS are to consider if it is appropriate to limit the number of terms executive and non-executive directors can have.