



MINUTES FOR THE AUK BOARD MEETING
HELD AT THE IBIS HOTEL, BIRMINGHAM
on 19 April 2017 STARTING AT 09:00.

PRESENT:

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

IN ATTENDANCE:

Richard Jennings (“RJ”) (in part)
Miranda Smith (“MS”) (in part)

APOLOGIES

Paul Salmons (“PS”)
Ged Lennox (“GL”)

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.

The Chairman welcomed DM to his first board meeting as a non-executive director of AUK.

The Chairman asked the meeting to reflect on the members and friends of AUK that had lost their lives cycling over recent months; Mike Hall, Mitsuaki Inagaki and Tim Wainwright.

He also reported that former director, Chris Boulton, was recovering from the injuries he had sustained whilst cycling.

He had talked with Finance Director Paul Salmons who was concerned that an increased workload in his day job would mean the he would miss a second meeting in a row. Although he had booked days off for both meetings, these had been rescinded. The Chair had told him that he was aware of the considerable organisational changes that Paul was covering .

He was also aware of the work that PS was doing for AUK outside the Board meetings; he had provided the appropriate reports and would be willing to answer queries outside the meeting. In the circumstances he saw no problem, particularly as it was possible to delegate more duties to our bookkeeper. It was hoped that the difficulties PS was experiencing would soon be resolved.

2. Declarations of interest

None.

3. Minutes of previous meetings

Board Meeting – 11 January 2017

Approved

4. Matters arising from minutes of previous meetings

4.1 AAA claim

JW explained that he needed some assistance with processing AAA claims.

PL reported that Ivan Cornell, a member and one of the IT delegates, had been developing some software that calculated AAA.

The software could be tweaked to AUK's particular requirements but it was providing data that was consistent with other tools. It currently uses Terrain 50 for altitude extrapolation.

The system would not provide directly comparable measurements for overseas rides as these were not covered by OS mapping.

While in the past it had been possible to consult with the small number of members interested in the AAA via the AUK email list and the Reunion/AGM, the number of riders now involved made that no longer practicable. It was noted and agreed that AAA was now part of AUK's established awards structure and, as such, AUK needed to operate with an agreed method of measurement, and to determine what that method should be.

Action Point: PL to draft article for next issue of Arrivee

It was resolved that, subject to further testing, the software as developed or something similar be used from the end of this season.

It was further resolved that the AAA Secretary should become a delegate of the Events Services Director.

4.2 Honoraria

Deferred to strategy meeting.

4.3 Access to Information

CC referred to his report.

It was resolved that access should be granted to all directors.

Action Point: CC to ask Francis Cooke to arrange access

4.4 Reunion 2017

GP referred to his report.

It was agreed that the Reunion organisers could make efforts to widen the appeal of the weekend beyond the AUK community.

4.5 Brevet 250 Clarification

It was agreed that the new award should consist of 5 x 50km rides with a maximum of two 100km rides to be substituted

Action Point: PL to amend website and Regulations.

5. Business

5.1 ISR Roll of Honour

CC reported that the roll is due to be put onto the LRM website.

It was resolved AUK will stop updating the roll as it is established on the LRM website.

5.2 Validations

An organiser had asked if all BR events could be self-validated. At present no rides over 200km could be self-validated.

MF reported that there were around 30 BR events over 200km.

It was generally felt that there should be a balance between efficiency and scrutiny for longer rides.

It was resolved that no change should be made to the current system.

5.3 Appeal against non-validation

A member had appealed against the decision of an event organiser not to submit his brevet card for validation. The member's card was stamped at the start and the finish was postal, with the card to be posted to the organiser with a finish proof of passage. Unfortunately, he had lost the receipts obtained at the two intermediate controls as proof of passage.

Two members who had accompanied the appellant during the event had written to the General Secretary to confirm that they had been present with him at the two intermediate controls and that he had been there during the control opening times. A corroborating gpx track had been produced but was unnecessary as the testimony of these two members was accepted as proof of passage.

It was resolved that the appeal be allowed and the ride duly validated.

Action Point: GP to inform rider.

Two further appeals had been received regarding the validation secretaries' decision not to validate their rides on a long brevet.

Using the basis agreed at the last board meeting (ie to make as full an allowance as possible, based on the evidence provided, for any time lost that justified an allowance and then deduct that amount of time from the actual time to see if the rider was then brought back into the permitted time limit), it was noted and agreed that neither rider would be brought inside the time limit. It was therefore resolved to refuse the appeals against non-validation.

Action Point: MF to write to the riders setting out the decision.

5.4 Complaint

A complaint had been received from a member about the apparent inconsistency between the approaches to validation between Permanent and Calendar rides.

After some discussion, it was agreed that the present process was not inconsistent. AUK operates under an informal policy of looking for reasons to validate but it would be counter-productive to codify that process into a set of strict rules.

It remains vital that the ultimate decision on validation issues should rest with the board.

The complaint was therefore noted but not upheld.

Action Point: GP to inform complainant.

5.5 Management Accounts

The board was referred to PS's report.

It was noted that there was a continuing upwards trend in income. Brevet card income seemed to have doubled but without necessarily a corresponding increase in validation fees. JW suggested that a check should be made against entries and validations.

Action Point: CC to check and report back.

5.6 IT Update

RJ and MS joined the meeting.

After some delays, progress has improved once more.

The team are working hard to finalise the specification to a point where an RFI can be presented to a list of potential suppliers. The more work done at this stage, the more efficient the process should be later.

The potential suppliers are a mix of those with pre-existing products which can be purchased and customised and those who will build from scratch. There are advantages and disadvantages to both.

Ideally, we will look to sign a fixed price contract but it has to be with the right supplier and on the right terms.

Stage 1: select type of supplier

Stage 2: select supplier by cost/contract terms/location etc

In order to support the process, CC and PS had discussed the constitution of the current Project Board and concluded that it was too large and needed to be streamlined. This had been communicated to RJ who had been tasked with firming up a proposal for a slimmed down Project Board. AUK will be investing a large amount of money and resources in the project.

The main task of the new Project Board will be supplier management and then, later, implementation.

RJ will report to the committee and will assist it wherever possible but he did not feel it was appropriate to be a member of the committee. He felt that 3 or 4 directors plus some potential co-optees would be the ideal number.

It was resolved to form a new Project Board which will be a formal sub-committee of the full board with the following initial membership:

PS (subject to his agreement)

MF

MW

PL

The committee will appoint its own chair.

The committee will produce reports of its meetings and activities to the board. The board reserves to itself all financial decisions.

5.7 Children & Vulnerable Adults Policy Update

MF reported that no significant legislative changes had been made to the guidelines since the policy was adopted.

He recommended that clarification be made that everyone under the age of 18 should be treated as a child for the purposes of the policy. The age of majority in Scotland was 16 and this could create confusion, particularly where rides crossed the border.

It was resolved to approve MF's proposed amendments to the policy.

Action Point: MF to update the Organisers' Handbook and the website.

It was noted that the current system of recording rides wiped the dates of birth of finishers so it was difficult to be precise about how many riders were under the age of 18.

This was something that could be picked up in the specification for the new system.

5.8 Health & Safety Update

GP referred to his previous report.

There did not appear to be any inherent risk patterns.

DM suggested that it would be helpful if members could see some statistical information and draw any appropriate conclusions for themselves.

Action Point: GP to produce some statistics for Arrivee on the reported incidents from the previous season.

There was still no method for distinguishing serious incidents and reporting them more quickly to the General Secretary.

Action Point: PL to liaise with Francis Cooke to see if online incident reporting was possible.

6. Reports

6.1 Chair

CC referred to his report.

It was resolved to ratify and approve the decision of CC and PS to authorise the expenditure on the new brevet card printers.

6.2 General Secretary

GP referred to his report.

It was resolved that the Reunion Organiser should be provided with an initial entertainment budget of £1000 plus a further amount of £5 could be charged to each delegate towards entertainment. In the event that a different amount was required, PS and GDP could authorise it within the existing spending limits.

6.3 Finance Director

The report was taken as read.

6.4 Events Secretary

MF tabled his report.

He noted that the Organiser Handbook had been substantially revised.

He also reported that event numbers were broadly in line with previous years.

DM queried if any steps could be taken to ensure that PBP qualification rides would not be sold out.

MF confirmed that support was available to organisers looking to increase the size of their events. He also noted that there were events with spare spaces at all qualifying distances in the last PBP qualifying cycle.

Action Point: MF to publish something in the Organiser Newsletter clarifying the support that was available from AUK.

MF is still looking for someone to organise the National 400 in 2018.

6.5 Permanent Events Secretary

JW reported that he was experiencing similar demand to last season.

The new copier was now in place and operational.

6.6 Events Services

PL referred to his report.

PL noted that the brevet card designs are usually refreshed every 4 years to coincide with PBP. It was therefore time to start the process again.

6.7 Membership

MW referred to his report.

MW is undertaking a review of membership churn.

6.8 Communications

GL's report was taken as read.

7. Meeting Dates

12 July 2017

1 October 2017

10 January 2018

8. Any other business

It was resolved to approve the Grievance Procedure as presented at the AGM.

9. Closure

There being no further business the Chairman declared the meeting closed at 2.30pm.

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Chair

..... 2017