

MINUTES OF AUK BOARD MEETING HELD AT THE PRIORY MEETING ROOMS,
BIRMINGHAM ON 22ND MAY 2014

The meeting started at 09:00

1. DIRECTORS PRESENT: CC, MW, SG/KH, PS, DW, JW

APOLOGIES FOR ABSENCE WERE RECEIVED FROM: SS, JH, JS, PL, LJ

2. MINUTES: The Minutes of the previous meeting were agreed as a true record.

3. MATTERS ARISING:

- a. **To progress job descriptions** – Other priorities had meant that this work had been put on hold for the time being, and will require clarification of a revised Board and Delegate structure before being progressed (ref item j). CC/SG.

The meeting also discussed bringing various awards schemes closely associated with but not directly regulated by AUK should be formally adopted, with the scheme administrators working with nominated Directors as AUK Delegates. This will enable the awards to be better supported through the new AUK systems as they develop. This will be explored and progressed at the next Board Meeting.

- b. **To extend publication of information on Perms** – nothing to report (JW)
- c. **Update member e-mail records.** Approx 4750 of 5750 active registered members have supplied email addresses. The recent mail-out of the Chairs statement regarding the EGM had identified that approx. 100 were duplicates, 200 were invalid and approx. 2750 have been positively demonstrated as being 'active' in that the email was opened. It is probable that a large percentage of the remainder were viewed & deleted without being opened.
- d. **OCD Data Collection** – Rod Dalitz had contacted PS regarding some IT support for OCD record collection. To progress this requires OCD processes and requirements to be defined. (RD/PS)
- e. **AUK Event Development Strategy** – Nothing further to report (JH/DW/JW)
- f. **Temporary membership for British Cycling members** – item closed pending general review of membership charges. See also Validation Sec Report below.
- g. **Charges for LRM Events** – JH had advised Mark Rigby of the changes – action complete
- h. **Regulations Sub Committee Report** – ongoing/not presented at the meeting.

- i. **Design pack for new 200km Badges** – Designs received and considered by the meeting. The die cut version was preferred with some minor amendments. DW to go back to the designer on this (**DW**). Lapel pin to be progressed further (**KH**). Validation stickers for next season to be designed and ordered (**KH**). A PBP brevet card to be designed to be ready for issue on qualifying events next season (**DW**)

- j. **Survey of Directors' intentions and half term evaluations** – CC had talked with all bar one of the directors and thanked all for their co-operation and contributions. Unfortunately, the half term report would be delayed as other business had taken priority. CC noted that some Directors have indicated they propose to step down from the Board and work in a delegate capacity from AGM2014 onward. This presented a challenge to continuity and competency at the Board level, but was also an opportunity to rationalise the Board.

Since the survey the Systems Manager has resigned from the Board. The circumstances of this and issues arising were considered carefully. It was agreed that the responsibilities of the systems manager would be split between care and maintenance work on the existing website (AUKweb) , and development of Audax.UK, which will provide a magazine front-end to AUKweb. Initial enquiries by PS & DW indicate the availability of suitably-qualified AUK members for both streams. (**PS/CC, DW/SS**)

Addendum: Frances Cook and Matt Haigh have kindly volunteered to provide support for AUKweb, thereby assuring AUK core systems in the short/medium term.

4. ISSUES ARISING FROM AGM 2013

- a. Accounts (AGM agenda item 5a)** – LJ has advised that she had had some offers of assistance but the offers assumed a continuance of the Spreadsheet based approach, which was not what was required. PS has placed an Ad for a FD/Book-Keeper in the recent edition of Arrivee but there was no response as yet.

It was noted that the next Board Meeting was scheduled for late September by which time we would be through the current finance year end, and that LJ plans to step down as Treasurer at AGM2014. Accordingly, if no volunteers have stepped forward for the FD/BK roles by, say, 1 July we will need to look at alternative options. **(CC/PS)**

Addendum: LJ has subsequently advised that following suggestions at the last BM she has engaged with a local professional bookkeeper/accountant to load the accounts into Sage.

- b. Publishing AGM motions and special resolutions for review (AGM agenda item 7)** – The AUK forum will be the main platform for the review of Resolutions to be presented to General Meetings, said Resolutions also to be published through the AUK website and Arrivee. PS noted that the next scheduled BM is in September which is towards the end of the review period specified in AUK articles, accordingly any Resolutions to be progressed by the Board would need to be progressed outside the context of the Board Meeting. CC noted the need to issue a ‘call for Resolutions’ to the AUK membership as these will need to be submitted by 1st August as per changes to Articles passed at AGM2013. The Board noted the overall governance calendar needed review so as to align the dates within AUK Articles, Board Meetings and Arrivee publication. **(PS)**
- c. Proxy Voting (AGM agenda ITEM 8)** – The conduct of the EGM was discussed. Agreed that a register of attendees would be required. **CC** to advise the meeting of emergency evacuation procedure. **PS** to propose the amendment, **DW** to second it. **JW** to count the vote by a show of hands.
- d. Consider the implications of the amendments to Article 9** – there was a discussion about Director posts, both portfolio and non-portfolio and how to move this forward. It was agreed that the Board has the freedom to define the board structure and **CC/PS** will bring ideas to the attention of Board members, as this is required before the next meeting. It may be that a further amendment to Article 9 is needed.

- e. **Members Forum** – the forum went live at the beginning of May 2014. To date approx.. 475 members are registered as users, and feedback from users was positive. A vote of thanks was given to PS for the work he had done in getting the Forum into the public domain.

The forum is intended to provide the central means of communication with AUK members on matters of policy and procedure, and so the Board and Delegates will not respond to questions arising elsewhere as that would undermine the purpose of the AUK forum.

Break for lunch and the EGM

5. OFFICERS REPORTS

- a. **Accounts** – Written report submitted.
- b. **Membership** – Written report submitted.
- c. **Events** — Written report submitted. JH to ask Keith Benton if he would be willing to organise Trace Velocio (JH)
- d. **Perms** – Written report submitted. JH noted the demand for GPS validation for regulator perms and that this was on the IT waiting list
- e. **International** – Written report submitted.
- f. **Validation** – Written report submitted. KH noted that some organisers have a large number of temporary members on their events, and suggested that Organisers might be allowed to retain a proportion of the temporary membership fees, both to encourage Organisers who are ‘spreading the word’ by introducing new riders to Audax and to provide more funds to help develop these events. This met with general approval in principal but the Board felt unable to progress changes to member subscriptions without having appropriate financial forecasts in place.
- g. Tony Greenwood had asked that he be given approval to add a surcharge to organisers when the order their brevet cards late. This would be to cover the cost of the additional work and postage at short notice. It was noted that the facility to add a surcharge of 45p per card is already in place. Information to be sent to organisers advising them that this will be imposed in future.
- h. **Recorder** – Written report submitted
- i. **Publications** – Written report submitted

- j. **Publicity** – Written report submitted. Template pages for the new website have been received and work on the Website Framework is proceeding. DW is currently working on some publicity banners for long term loan to organisers. Jersey and gilet designs have been received as have designs for medals and badges for next season. Recruitment of six new delegates for the Publications team is now complete.
- k. **Systems** – no report
- l. **Secretary** – AUK insurance brokers had been notified of two incidents involving member-on member accidents.

Reunion & AGM – various locations and venues were considered before deciding upon Yarnfield Park Training & Conference Centre near Stone in Staffordshire on the W/E of the 15/16 November 2014. Accommodation will be on a BB&EM basis. PS Noted that the location had been used by other cycling organisations lately and AUK members attending spoke highly of the location as a venue, and as a cycling base. The venue will hopefully be slightly cheaper for members than last year and benefits by being ~125km south of York, which will make the reunion more accessible by bike for many. PS noted that given the experience of finding a location for this year's reunion, the time to start planning next year's reunion was "now". A guest speaker and MC still to be decided. The AUK Calendar will be updated accordingly and notices regarding the event and bookings placed in due course.

6. **AOB – there was no other business to discuss**

7. **Date and time of next meeting – 24th September 2014 at 09:00 at IBIS Hotel, Birmingham**

Meeting closed at 15:24