



MINUTES FOR THE AUK BOARD MEETING
HELD AT THE IBIS HOTEL, BIRMINGHAM
on 10 October 2018 STARTING AT 0900.

PRESENT:

Chris Crossland (“CC”) (Chairman)
Martin Foley (“MF”)
John Sabine (“JS”)
Graeme Provan (“GP”)
Peter Lewis (“PL”)
John Ward (“JW”)
Caroline Fenton (CF”)
Rob McIvor (“RM”)

IN ATTENDANCE:

Richard Jennings (“RJ”) (in part)

APOLOGIES

Nigel Armstrong (“NA”)

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 July 2018

Approved

4. Matters arising from minutes of previous meetings

4.1 Self-validation for events over 200km

CC had written to Paul Stewart setting out the board's decision.

4.2 Bank mandates

CC and NA had made some progress but the new mandates were not yet in place.

5. Business

5.1 Approval of NGB Application

Approved

It was noted that this was the first part of the formal application process.

5.2 Data Protection Policy

Approved

It was noted that the Policy on the front page of aukweb was, in fact, a Privacy Notice.

AP: GP to change

5.3 Management Accounts

After careful consideration, the management accounts were approved.

5.4 Reunion

Those board members who will be present at the Reunion will make themselves available for the usual open forum. If possible, members should submit questions in advance to allow for full responses (particularly if the relevant director was not present).

5.5 AGM

The enforced change of venue to Ibis Birmingham New Street Station Hotel was approved.

The draft notice was approved subject to the director posts for election being: Non-executive (2 posts), Financial Director and Communications Director.

After consideration of estimates from two electoral services providers, it was agreed to appoint Mi-voice as the online proxy site provider.

John Ward was appointed as the Returning Officer.

5.6 Nominations

Paul Castle Cup

Steve Abraham – in recognition of his tenacity and determination in re-commencing his record attempt, the increased interest he has generated worldwide in long distance cycling records and the enthusiasm he has brought to publicising long distance cycling.

The board also noted the exceptional performances by:

Rufus Pomeroy (starting LEJOG aged 6 and completing it aged 7 and achieving Brevet 500); and

Vilas Silverton (successfully completing a 5,400km DIY ride with over 44 hours in hand).

Female Merit

Sarah Dowden for achieving; Super Randonneur, 50+ points, RRTY, AAA award and gold grimpeur in her first full year of audax.

Organisers' Trophy

Liam Fitzpatrick – in recognition of the success of London Wales London and the fresh approach to organising that event which has led to a large number of non-members being encouraged to enter the event and subsequently to join AUK and a wide diversity of entrants.

The board also noted the impressive contributions of:

Mark Rigby – numerous events and, in particular, the TINAT weekend.

Will Pomeroy - Increasing the number of calendar events in the South-West and for compiling AAA and non AAA SR series.

Helpers' Trophy

Mark Hummerstone – helping at events across the South-West over a number of seasons.

Norman Booth Cup

Oliver Iles – in recognition of the incredible amount of dedication and effort he has put in to carrying out the roles of both Brevet Card Production Secretary and AAA Secretary in such an exemplary fashion.

5.7 Permanents Controls Location Initiative

It was reported that a member, Phil Whitehurst (“PW”), had, on his own initiative, undertaken a crowd sourced project to identify and map the locations of the controls of AUK’s permanent rides.

JW had been working on a similar project for some time with a view to including the information in the IT Refresh Project but had been frustrated by the amount of missing information.

JW noted that PW had recently applied, through JW, to organise his own permanent events and was therefore surprised that PW had not mentioned the project at any point. CC and JW had first become aware of the project through the emails that PW had sent to the owners of the permanent rides. The email addresses and basic details of the rides had been taken from aukweb.

It was further noted that PW had used the AUK name and logos in his correspondence and on site. CC was concerned that this gave the impression that the project was an official AUK initiative. AUK’s intellectual property was protected under Creative Commons copyright.

It was resolved that JW should write to PW to thank him for his efforts and to inform him that a link to PW’s site would be placed on the permanents’ page of aukweb. The link would include an appropriate disclaimer to clarify that PW’s site was not an official AUK site. PW would be asked to make the appropriate attributions on his own site.

5.8 IT Disclosure

RJ joined the meeting.

GP reported that two separate members had approached him asking him for a copy of the budgetary analysis on the IT Project and the fee increases and for full disclosure of the IT Project paperwork.

It was noted that Phase 2 of the IT Project was not under contract and that the detailed budget forecasts were therefore commercially sensitive at this time. It was resolved not to disclose the forecasts.

RJ advised that the IT Project paperwork extended to many hundreds of pages from the detailed analysis carried out on the initial scoping to the work done during Phase 1 and the preparatory work for Phases 2 and 3.

RJ noted that the process was the important thing and that this had not necessarily been made clear to the wider membership. RJ therefore suggested that he produce a summary of the process that had been followed to date and that he write a detailed article for the forthcoming issue of Arrivee. If any members with the requisite experience in IT wanted any further information, then RJ was willing to deal with them (within reason) on an individual basis. It was resolved to accept RJ's offer.

5.9 IT Project Update

RM reported that he had been working on the copy and site mapping for Phase 1 in conjunction with Miranda Smith ("MS"). Despite several days of work, there are still a number of changes to be made.

It was generally agreed that Miranda Smith would need some additional support if Phase 1 was to be ready within a reasonable period. RJ is going to prepare a job spec for a web content manager on the assumption that MS would become Project Manager, as previously agreed. The post would be advertised. RJ will also contact MS to confirm that she wishes to continue as planned.

RJ noted that it was likely that two project managers would be needed (as he was still intending to step down in February 2019) – one to complete Phase 1 and one to deal with the technicalities of Phases 2 and 3. RJ had been approached by a very promising candidate for the latter role and was due to meet him next week.

CF reported that she had attended a membership workshop for the IT Project. She had since fed back to CF1 on the outcome of that workshop. Household membership was proving to be a particularly complex issue but CF was working on simplifying the membership concepts for CF1. Dealing with the renewal process and the fee increases had been a useful exercise by providing real world input for the processes that would be required for Phase 2. The shop/payment process had still to be resolved with CF1.

RJ reported that the consensus on the Project Board continued to be that we should complete and implement Phase 1 before proceeding with Phase 2. In the meantime the analysis work for Phase 2 would continue.

Accordingly, RJ reported that there had been no expenditure on the IT Project during the previous quarter.

CC and RJ had corresponded with Francis Cooke ("FC") in order to accept his offer to rebuild an important events database so that it would interface better with the new website FC had now completed the task and in the process had provided invaluable assistance to the Project Board. The Board expressed its gratitude to FC.

CC pointed out that FC's work on the data was over and above his normal duties. As such, he proposed that the board should consider an additional payment to FC. It was resolved that FC be paid an additional £500 and that FC also be sent a token of the board's gratitude.

MF noted that the proposed tech support package did not cover weekends which were the busiest period for the system.

RJ will approach CF1 to discuss increased tech support cover and to explore how much of it could be done in house by AUK.

It was generally noted that the tech support costs were high in the context of AUK's annual budgets.

RJ reported that a large amount of work had already been carried out on the scoping for Phase 3 but that there was still plenty to be done. MF will lead the scoping for Phase 3. The first step will be to agree the scope and then deal with the phasing. This initial work would be carried out in parallel to Phases 1 and 2.

JS expressed the board's gratitude to RJ for all his work to date.

6. Reports

6.1 Chair

CC referred to his report.

Some of the proposed changes to subscriptions and charges could not be implemented due to restrictions imposed by aukweb. A revised list was noted, along with a schedule of dates for implementation.

FC had subsequently made a thorough investigation of the technical processes that would be needed for the increased fees and had put the necessary measures in place.

6.2 General Secretary

GP referred to his report.

GP also referred to his incident report.

He noted that his annual review of the Health and Safety Policy had not raised any issues.

6.3 Finance Director

Report taken as read.

6.4 Calendar Events Secretary

MF referred to his report.

MF highlighted the increase in BRM events for the forthcoming season.

MF had received an offer to run a National 400 in July 2019. The offer needed some further detail and MF was delegated to decide on whether to proceed or not.

6.5 Permanent Events Secretary

JW reported that Chris Smith had stood down as a DIY organiser and that Mike Kelly had been appointed in his place.

6.6 Events Services

PL referred to his report.

PL reported that work was continuing on the process for automatic calculation of AAA points.

He noted that validation was slightly down on last season. The early part of the season had been quiet which may have been weather related. The last few months of the season had shown an increase on the corresponding period of the previous season.

PL noted that the new Validator was settling into the role very well.

6.7 Membership

CF referred to her report.

There were now 8044 members.

Renewals were open and a reminder would be placed in Arrivee.

6.8 Communications

RM referred to his report.

RM reported that Arrivee needs some new member editors. He will agree a job description with Ged Lennox ("GL") and advertise accordingly. The job description would be based around sub-editing copy.

GL would like some input on the editorial direction of Arrivee. The Board generally noted the improvements to Arrivee and, in particular, the increased diversity within the content and presentation.

CF queried how Arrivee advertising was being managed. RM will clarify with GL.

RM will contact GL to discuss the structure, design, content, approach, advertising, personnel etc in relation to Arrivee.

7. Meeting Dates

9 January 2019

10 April 2019

10 July 2019

AGM – 9 February 2019

8. Any other business

8.1. Draft Resolution

CC noted the draft resolution that two members had placed onto the AUK Forum. It was generally agreed that not only did this draft misrepresent the actual content of the new Articles but that the proposed restriction on the board's powers would represent an unacceptable restraint in the context of the already restrictive statutory burdens. It was further noted that the amendments to the membership provisions included the deletion of the category of "Temporary Member" which had not been explicitly stated in the accompanying commentary.

8.2 Children and Vulnerable Adults Policy:

MF reported that he had come across a potential issue during his annual review of the policy. The issue related to the identification of vulnerable adults at events. MF had looked at other organisations to see how they dealt with this issue but had not found any better solutions. MF would continue to review.

9. Closure

There being no further business the Chairman declared the meeting closed at 16.05

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Chair

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