



MINUTES FOR THE AUK BOARD MEETING  
HELD via TELECONFERENCE  
on 4 June 2019 STARTING AT 20.00.

**PRESENT:**

Chris Crossland (“CC”) (Chairman)  
John Sabine (“JS”)  
Graeme Provan (“GP”)  
Peter Lewis (“PL”)  
Caroline Fenton (CF”)  
Nigel Armstrong (“NA”)

**IN ATTENDANCE:**

Kevin Lake (“KL”)

**APOLOGIES:**

Rob McIvor (“RM”)  
John Ward (“JW”)

**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. Business**

**3.1 Approval of Phase II Contract**

KL had circulated a paper with the updated position.

KL had spoken to the other members of the Project Board including the new appointees. He reported that all the members had now concluded that, on balance, the quote was reasonable. The Project Board had debated whether to opt to be charged on a time and money basis or agree a fixed price. It had been agreed that, given the time and effort that had

gone into the phase already and the course of dealings with the supplier; it would be possible to manage the Phase so that a time and money basis was substantially more cost effective than a fixed price.

The Project Board had also reviewed the whole bespoke or customisation approach and had agreed that the bespoke approach was the right approach technically.

CC and NA had spent time on the financial implications. NA reported that he was confident that AUK could fund up to £270k on Phases II and III. If this proved to be insufficient, elements of Phase III could be delayed pending funds becoming available.

KL reported that he may need additional volunteers to assist with monitoring Phase II to ensure that the time and money elements were big managed properly.

It was noted that proceeding with Phase II meant that Phase III would have to go ahead as soon as possible after completion of Phase II.

After careful consideration, it was resolved to approve entering into the contract to commence Phase II and to release the funding for the 40% upfront payment.

### 3.2 Dispute

With confidential papers

### 3.3 Director Vacancies

CC reported that Martin Foley had resigned as Events Secretary.

Martin will continue as forum and email admin, subject to clear understanding of the confidentiality issues. He would also continue as a DIY Organiser.

Martin had circulated details of the vacancy to his delegates but no replacement had been identified as yet.

GP will produce a draft advert for the website.

### 3.4 Annual Reunion

No update.

#### 4. Closure

There being no further business the Chairman declared the meeting closed at 21.36.

Chris Crossland  
Chair

3 July 2019