



MINUTES FOR THE AUK BOARD MEETING
HELD AT THE IBIS HOTEL, BIRMINGHAM
on 10 April 2019 STARTING AT 0915.

PRESENT:

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

IN ATTENDANCE:

Danial Webb (“DW”) (in part)
Kevin Lake (“KL”) (in part)

APOLOGIES

Martin Foley (“MF”)

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 – 9 January 2019

Approved

4. Matters arising from minutes of previous meetings

4.1 Bank Mandates

NA reported that CC, NA and GP were the new signatories to the bank mandate. He is in the process of attempting to change the card payment system but has had no response as yet.

NA has submitted an application to Lloyds for a debit card. Lloyds require that this be approved formally by the Board.

It was RESOLVED to approve the application by NA for a debit card.

NA is also working on view access the bank accounts.

4.2 NGB

GP reported that the form had been submitted to Sport England prior to the AGM. Sport England had now responded with some further queries which were with CC.

4.3 Annual Reunion

GP reported that Mark Gibson and Paul Rainbow were now acting as joint Reunion Secretaries and that the honorarium would be split equally between them.

4.4 AAA Secretary

PL reported that Ivan Cornell had now been appointed as AAA Secretary.

4.5 Regulations

PL reported that he and JW were conferring on methodology. PL and GP are working towards having drafts available for the July Board Meeting.

It was noted that the LRM Constitution and Regulations were due to be updated in late August.

It was further noted that there had been a significant increase in queries regarding the use of EAPCs on AUK events. It was agreed that a notice would be placed in the appropriate place on the website.

4.6 AGM

GP reported on the outcome of the AGM.

5. Business

5.1 Management Accounts

NA reported that income was up but validations were slightly down which could simply be a timing issue. We were slightly ahead of the v31 budget. There had been no significant recent expenditure on the IT Refresh Project.

NA is to review the invoicing process for Arrivee advertising.

5.2 Financial Mandate – directors and IT Manager

CC referred to the report in the meeting papers and explained that he wanted to clarify the rules and raise the limits slightly as follows:

Individual director's discretionary spending limit - £1250

Individual director's spending limit with the approval of the Chair or Finance Director (or in their absence the General Secretary - £2500

Approval of 2 out of the Chair, FD and General Sec - £3750

These limits would also apply to the IT Refresh Manager.

There should also be separate discrete allowances for regular expenditure such as Arrivee printing and distribution –whilst recognising the duty to keep the Board informed of any intended changes.

NA noted that directors were not just responsible for expenditure but also for contractual obligations as each director was able to bind AUK.

NA is going to supply AUK with a draft financial risk statement based on the model used by the Charities Commission for charitable companies.

5.3 AUK Forum – open forum

MF has noted that there is no automatic method of removing lapsed members from the AUK forum. Any lapsed members who have attempted to log on this year have now been removed from the forum.

It was generally agreed that the forum should continue to be for current members only. The situation would be monitored going forwards.

5.4 Honoraria

CC reported a recommendation of no changes for the current year save for some re-apportionment.

The Annual Reunion Secretary honorarium was to be split equally.

The web content honoraria currently attributable to the Recorder and General Secretary were to be re-allocated to the Web Content Manager. It was RESOLVED to approve the recommendation.

5.5 Non-executive director vacancy

CC had received one enquiry from a strong candidate.

It was agreed that the position should be advertised for a short time and that any potential candidates would be put to a board telecon prior to the July Board Meeting.

GP to provide wording to RM.

5.6 Mick Latimer donation

CC proposed that a donation of AUS\$375 be made to the Australian Stroke Foundation in memory of Mick Latimer, a former AUK Chairman, who had played an important role in AUK's development. It was agreed that the amount should be rounded up to AUS\$400.

5.7 Membership system changes

CF referred to her report to the January Board Meeting.

It was agreed that CF should proceed on that basis.

5.8 Unapproved brevet cards

CC reported that an organiser had arranged to have printed their own brevet cards for a BRM event without seeking prior approval from AUK.

The BRM regulations state that brevet cards must be in approved form, i.e. they must be ACP cards or cards of the relevant national association, in this case Audax UK.

It was agreed that PL would write to the organiser to point out that the cards were not acceptable for a BRM event and would be replaced with AUK cards at the normal cost when submitted to the Validation Secretary. The cards for the associated non-BRM event would be validated as they stood.

It was noted that the Organiser's handbook specified that brevet cards should be ordered through Audax UK

PL will also clarify to organisers that the default position is that we use AUK cards. Any organiser whose requirements for brevet cards cannot be met by AUK using currently available methods of production should notify AUK in advance of obtaining suitable cards, and subsequently any alternative designs should be submitted for approval prior to use.

5.9 IT Report

KL joined the meeting.

KL referred to the quote for Phase 2 that was with the board papers.

The quote includes some detail on how it has been priced. KL stressed that the quote should be viewed as an interdependent package and not as a shopping list.

KL wishes to expand the Project Board to include Dan Campbell and Neil Goldsmith. He has also received notes of interest from other experienced IT professionals who will be extremely useful for web development generally.

He anticipates Phase 2 will take around three months to complete so should fall within this financial year and certainly in time for the December membership renewals.

KL hopes to be able to use greater volunteer input in respect of various add-ons.

It was RESOLVED to approve KL's additions to the Project Board.

A number of people had asked why AUK was not using an off the shelf solution to the membership phase. The Project Board had explored this in detail. There are elements that AUK needs that are not standard – for instance, the need to export membership information to individual organisers. Customising an off the shelf package would be less cost-efficient than the chosen bespoke approach.

It was agreed that the IIP quote was commercially sensitive information at this time and would therefore be kept confidential.

KL would like to add a bug reporting section in respect of the new website to the AUK Forum which was approved. KL is happy to be active on that forum. He is also happy to take on overall responsibility for aukweb.

KL will convene a meeting of the Project Board to discuss the quote and make a recommendation to the Board.

5.10 LEL

DW joined the meeting.

He provided a detailed report on his current plans for LEL which he asked to be kept confidential pending various announcements in advance of a launch at PBP. DW will be attending at PBP to promote LEL.

DW asked if a decision had been reached on event fees and insurance costs. He confirmed to GP that it would be mandatory for all foreign riders to take out a comprehensive insurance policy through LEL and that this policy would cover third party liability.

CC responded that a decision would be made shortly.

PL raised the issue of validation. DW reported that the scanning system at LEL 2017 had proved to be more time-consuming and administratively difficult than the previous manual system. It was his intention to have a manually keyed system for 2021.

DW had been frustrated by the conduct of some of the faster supported riders during the last edition. CC noted that the LRM Regulations did not permit the banning of support vehicles. However they were not allowed on the course which could provide some respite.

It was agreed that for the purposes of AUK member priority, any late renewers this year would be treated as continuing members provided they had not had to re-join. In future, members with priority would have to renew by December 31st this year to continue to have priority.

6. Reports

6.1 Chair

CC had attended the latest ACP meeting in Paris during which there had been a presentation on this year's edition of PBP. ACP had expected to be able to offer places to a limited number of entrants without pre-qualifying rides but this now looked to be unlikely.

CC is also engaged in the current review of the LRM Constitution and Regulations. These are due to be voted on at the LRM General Assembly immediately after PBP.

6.2 General Secretary

GP referred to his report.

6.3 Finance Director

NA had received a suggestion that payments should be dealt with centrally. At this time the administrative burden would be too great but there was the potential to automate certain aspects perhaps as part of a future phase of the IT Refresh Project.

NA had produced updated cashflow forecasts containing assumptions about 2019/2020 but these were not for active consideration at this point.

NA is satisfied that the existing budgetary forecasts are within an acceptable variance from the actual outcomes.

6.4 Calendar Events Secretary

No report.

6.5 Permanent Events Secretary

JW reported that the price increases have generally been dealt with well so far.

He believes that the drop in participation in perms is a continuing trend but noted that DIY x GPS participation is continuing to increase.

6.6 Events Services

PL reported that validation numbers on calendar events are slightly down on previous years. Looking at the actual entry numbers, it appears that DNS rates are increasing.

6.7 Membership

CF referred to her report.

Membership was up by 500 compared to March last year. There were still a number of suspended members where standing orders needed to be amended to the new rates.

CF noted her gratitude to Peter and Howard for their invaluable assistance with despatching membership packs and Arrivee to new members.

6.8 Communications

RM produced the draft design for the PBP jersey. It was generally agreed that it needed some re-design before production could commence.

It was noted that Arrivee is still not available online. RM is aware and will try to move this forward with the managing editor.

JW noted that the proposed OCD badge redesign is now overdue by some time.

7. Meeting Dates

10 July 2019
9 October 2019

AGM – 9 February 2019

8. Any other business

8.1. None

9. Closure

There being no further business the Chairman declared the meeting closed at 16.40

Chris Crossland
Chair

3 July 2019