



MINUTES FOR THE AUK BOARD MEETING
HELD VIA ZOOM
on 6 October 2021 STARTING AT 0900.

PRESENT:

Chris Crossland (**CC**) (Chairman)
Graeme Provan (**GP**)
Caroline Fenton (**CF**)
Daniel Smith (**DS**)
Nigel Armstrong (**NA**)
Andy Yates (**AY**)
John Ward (**JW**)
Ian Hennessey (**IH**)

IN ATTENDANCE:

Kevin Lake (**KL**) (in part)

APOLOGIES

Rob McIvor (**RM**)

1. Opening

The Chairman reported that Lucy McTaggart had stepped down from the board. He thanked Lucy for her contribution to the Board and to AUK generally.

2. Declarations of interest

None.

3. Minutes of previous meetings

Board Meeting – 7 July 2021

Teleconference – 21 July 2021

Approved

CF noted that the minutes were consistently late in being produced. GP apologised. In future GP will provide a short summary of the main points of the meeting on the AUK forum immediately after the meeting and endeavour to produce the minutes as soon as possible thereafter.

4. Matters arising from minutes of previous meetings

4.1 Covid Restrictions

GP to check wording on website to ensure it is current.

IH reported the C19 risk assessments are still there in case they are needed. At present organisers are being encouraged to refer to C19 measures and risks in their general risk assessments.

4.2 AGM Forum

It was agreed members should be invited to a discussion forum on Zoom. The best date looked to be Monday 3rd January.

4.3 Children and Vulnerable Adults Policy

IH is reviewing in light of latest guidance.

He noted we need to review the event entry process for children. The main issue was around non-members. One solution might be to enter as normal and bring a signed form to the start (or email a scanned copy if it was a perm).

CC noted there were a number of other policies that were not subject to annual reviews but which had been in place for some time. GP to check and report to next board meeting.

4.4 Peter Tandy Award

It was noted that current thinking on juvenile participation in endurance sport, and indeed in most sports, included reservations about submitting growing youngsters to stresses that might have possible adverse implications for their future development and health. Equally, it was clear that some, particularly those nearer the junior age limit of 18, will be able to do so without any such fears. In circumstances where

it is not easy to distinguish between these groups, AUK's promotion of an annual trophy for the youngest randonneur aged under 18 has the potential to cause lasting harm to some of those participants.

It was resolved that the Trophy should consequently be discontinued in its current form pending consultation on what criteria should be used for its re-introduction.

4.5 Forum Delegate Access and Delegate List

The delegate list had not been circulated to everyone.

All board members to review delegate list and send corrections to RM. RM to inform Ged Lennox for Arrivee.

4.6 ACP and ebrevet

Covered in CC's report.

Having consented to act, Dan Smith was appointed to the role of ebrevet co-ordinator with responsibility for liaising with the ebrevet developer, the validation secretary and others to ensure the most effective rollout of the app.

4.7 DIY Processes

JW believes this will require liaison between himself and the IT team.

As a first step, JW will ask Tony Hull to commit his process to writing and use that as the basis of a draft to circulate to the continuing DIY Organisers.

5. Business

5.1 AGM

RM was concerned the timetable was very tight for annual reports. The issue was that if the AGM was a week later, the deadlines for resolutions would fall right into the Xmas period.

Those producing annual reports were asked to produce them by the middle of December.

IH would like to amend Regulation 8.1.2 of the Events Regulations. In particular, he is concerned about refunds

from organisers running larger events. 8.1.2 was never designed to relieve organisers of any obligation to refund entry fees. It was designed to apply to those who were categorised as DNS or DNF.

JW asked about a policy statement around weather cancellations.

After some discussion, it was resolved that 8.1.2 should read as follows:

“Entry fees are neither refundable nor transferable where a rider withdraws from an event”

5.2 Honoraria

The last meeting had approved no increases in honoraria for the current year but NA should have been party to the discussion on the Chair’s honorarium.

NA confirmed he approved no increase for the Chair’s honorarium.

5.3 Financial Mandate

NA explained there were financial limits applying to various directors which allowed them to make expenditure up to those limits to allow them to undertake regular expenditure. There were occasional circumstances where directors need to exceed their expenditure limits.

AY questioned whether the directors and delegates were clear on their limits. The Chair stated that individual directors had a responsibility to ensure their delegates were aware of any applicable limits and that they themselves have no discretionary spending powers.

JW raised the issue of his printer which will need repair or replacement. NA confirmed he had budgeted for £1000 of capital expenditure for printers in the current year.

5.4 Management Accounts

NA reported membership income was up slightly as compared to the previous year. Other income had fallen with the continuing low levels of activity. This had also meant expenditure was lower. The IT Refresh Project was also well below budgeted expenditure for the year.

Whilst NA would prefer a return to normal income and expenditure levels, the balance sheet was in an extremely healthy position.

5.5 IT

KL joined the meeting.

KL reported slow progress with scoping Phase III.

This was due to a lack of developer time. The limited developer time available had been concentrated on bug fixes.

KL was working on payment processes and DIY events.

The payment processes related to ECE/DIY entries and the shop. KL is liaising with Alan Taylor to ensure the processes will work for the shop.

One consequence of the low activity levels was correspondingly low expenditure.

KL recognised that it might become necessary to move the development to a different developer or company but also that this was a big step. His preference was to wait a few months and see how much progress was being made.

AY asked about a roadmap for Phase III. KL explained there was currently no roadmap as such but there were a number of background documents which he would send to AY. He further explained that he and his team were working closely with the developer on an ongoing basis rather than simply handing over a spec sheet and waiting for the outcome. This was cost efficient but there was a huge amount of development time required to do, particularly for the back end functions currently on Aukweb. All of it will need to be re-written as no off the shelf products were suitable.

The current step is DIY/ECEs. KL is engaged in a consultation process to find out what is needed and fit for purpose for today rather than simply replicating the existing processes. One example is that mandatory route DIY by GPS is now the primary use whereas it did not even exist when the original process was coded.

He is producing use cases and mock-ups to present to the relevant directors and delegates.

CF noted the same principles had applied to the membership phase but it had been much easier as there were fewer stakeholders and easier use cases.

CF felt that eventually somebody may need to dictate how the process works and everyone will need to abide by that decision.

JW believes the current DIY processes arose from various different approaches and need to be resolved.

KL noted the DIY/ECE was a difficult starting point for Phase III but he thinks it will help inform other processes in time.

JW wondered if Aukweb was creaking slightly as he had needed to request more actions to resolve issues of late. KL replied that the actions required to switch on and off processes during the pandemic restrictions had created difficulties. His view was that software ages over time and has sticking plasters applied to keep it working. Small changes then lead to other issues.

JW did note that Francis Cooke was still working extremely hard on Aukweb and very efficiently. KL agreed that without Francis's continued support there would be a major problem.

6. Reports

6.1 Chair

CC, in his capacity as ACP/LRM delegate, has written to ACP's overseas brevet manger concerning the homologation of rides without brevet cards and, more particularly, the ebrevet system.

He had also been considering validation by GPX generally. He believes the problem lies in the inconsistency of non-contracted suppliers who can close, alter or remove systems at will.

Any future approaches would need consistency across all events and organisers. At the same time they would need to facilitate simple extraction of the relevant information for organisers and validators.

CF mentioned the new trackloader being developed by Dave Allison which could be of use in that regard.

6.2 General Secretary

GP noted he was about to commence negotiations for the insurance renewal. He was concerned that LEL overlapped the forthcoming and subsequent insurance years. Given the market, there was a possibility that the cover for LEL could be at a cost which far exceeded that expected when AUK agreed the insurance position with LEL.

GP would continue to liaise with LEL and would discuss the issue direct with AUK's brokers as part of the renewal.

6.3 Finance Director

NA has managed to bring the membership paypal account under his control and is now working on the other accounts which were opened as personal accounts by delegates.

6.4 Calendar Events Secretary

N/A

6.5 Permanent Events Secretary

JW reported an increase in the number of events available for entry and of rides ridden. He particularly noted an increase in fairly long DIYs.

The recent retirement and replacement of one of the DIY organisers had brought the issues with the different approaches taken by those organisers into sharp focus. The handover to the new organiser would have been impossible if the outgoing organiser had not been available.

DIYs are now an important part of AUK and they need to be run on a consistent basis with centralised controls.

JW also noted the increased adoption of ebrevets for permanent events. He will feed back his thoughts on notification to Dave Allison.

JW believes ebrevets are a better form of PoP than GPX tracks. Whatever systems are used, they need to be used in a uniform manner and via an AUK system. We cannot have riders submitting files which some organisers can process but not others.

He also noted it was becoming increasingly difficult to check distances for new events. All of the available options seemed to have issues. If the new trackloader can be used it could greatly assist with encouraging uniformity. 1

6.6 Events Services

DS raised a particular concern about the Peter Tandy award. He was uneasy about AUK being seen to promote what could be seen as extreme events for such young people.

It was noted that AUK's policy for children and vulnerable adults was due for a review anyway.

DS will undertake some research into the current situation with young people and endurance events and report back to the October Board Meeting.

6.7 Membership

CF had been encouraged by the number of new and returning members. The discounted scheme will open shortly to be followed by the usual free membership period from October.

CF reported she had resurrected the Royal Mail account for Arrivee deliveries and that this seemed to have resolved the delivery issues with the previous edition and, in particular, the overseas deliveries.

6.8 Communications

N/A

7. Meeting Dates

Teleconference - 20 July 2021
6 October 2021

8. Any other business

8.1. CF noted the history section in the website is very bare. She wondered if some volunteers could be found to update it.

8.2 CC stated the Board needed to start thinking about a new strategy document. The major issue was likely to be the

introduction of paid staff. It had been thought for some time that the likely threshold for this step was 10,000 members. Whilst the recent drop in members due to the review of life members had deferred this decision, it was vital that the Board was prepared for this change and had identified possible roles for paid staff.

9. Closure

There being no further business the Chairman declared the meeting closed at 15.05

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Chair

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