



MINUTES FOR THE AUK BOARD MEETING HELD AT
BIRMINGHAM CONFERENCE & EVENTS CENTRE AND
ONLINE ON 5 JULY 2023 STARTING AT 0900.

(v2: 4/10/23 – Final – Approved at 4/10/23 Board Meeting)

PRESENT:

Chris Crossland **(CC)** (Chair)
Nigel Armstrong **(NA)**
Caroline Fenton **(CF)**
Ian Hennessy **(IH)**
Daniel Smith **(DS)**
John Ward **(JW)**
Andy Yates **(AY)**

IN ATTENDANCE:

Kevin Lake **(KL)** – for item 5.d IT Report

APOLOGIES:

Paul Haxell **(PH)**
Paul Renshaw **(PR)**

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

3.a Minutes of April 23 meeting

The minutes of the 19 April 23 meeting were approved.

3.b Minutes of January 23 meeting

A member had raised that the previously published minutes of the Board Meeting of January 23 gave a potentially misleading record. It was noted that this was an unintentional error due to a section heading being omitted; the relevant paragraphs were in no way related to each other and represented separate topics of discussion.

CC has emailed an apology to the member and noted that this acts a reminder to the Board to be more careful when compiling and approving minutes.

A corrected set of minutes of the 18 January 2023 meeting were approved.

4. Actions arising from minutes of previous meetings

April 23 Board Meeting

- 4.a Apr 23. Item 4.b Board Meeting format
 - **AY** to book Ibis hotel in Birmingham for July 23 Board Meeting – [Done](#).
 - **AY** to review annual timetable and suggest a split of the agenda – [Done, refer to item 7 below](#).
- 4.b Apr 23. Item 5.b To confirm the appointment of a Company Secretary
 - **AY** to liaise with GP regarding the split of responsibilities between the General Secretary and Company Secretary roles – [Done, refer to item 6.b.1 below](#).
- 4.c Apr 23. Item 5.e Annual Reunion
 - **AY** to contact the Annual Reunion delegates to find out how plans for the 2023 reunion are progressing – [Done, refer to item 5.e below](#).
- 4.d Apr 23. Item 5.g IT Report
 - **DS/CF** to discuss with KL about possible splitting of role and improving resilience – [In progress and ongoing, refer to item 5.d below](#).
- 4.e Apr 23. Item 5.h Additional items
 - **PH** to start preparing a risk register (or similar document) looking at the key risks facing the organisation – [Done, refer to item 6.i below](#).
- 4.f Apr 23. Item 6.b General Secretary
 - **AY** to liaise with GP regarding status of cheque – [Done](#).
- 4.g Apr 23. Item 6.c Finance Director

- **NA** and **CC** to arrange to attend a Lloyds bank branch to try and update the address details – **Not done, carried forward.**
- 4.h Apr 23. Item 6.d Calendar Events Secretary
- **IH** to arrange a session with the Web Content Delegate to run through the pages for the online Organisers' Handbook – **Not done, carried forward.**
 - **IH** to ask his delegates to discuss with the organisers about reasons for using other websites for event entries – **Ongoing, refer to item 6.d below.**
- 4.i Apr 23. Item 6.f Event Services Director
- **DS** to review the impact of the changes to the points system on AUK systems and the various awards – **Ongoing, refer to item 6.f below.**
- 4.j Apr 23. Item 6.g Membership Secretary
- **CF** to liaise with **PR** regarding the production of a publicity flyer – **Not done, carried forward.**
- 4.k Apr 23. Item 6.h Communications Director
- **PR** and **CC** to proceed with the procurement of the AUK PBP jersey and AUK gilet – **Done.**
- 4.l Apr 23. Item 7 Date of Next Meetings
- **AY** to propose dates and format for the next 4 Board Meetings and 2024 AGM – **Done, refer to item 7 below.**
- 4.m Apr 23. Item 8.a Administration Support
- **All Directors** to discuss with their delegates and advise on what tasks or items could be passed to the administration support role – **Partly done (information received from DS and CF), ongoing and carried forward.**
- 4.n Apr 23. Item 8.b Review of Policies
- **AY** to add review of policies to future meeting agendas – **Done.**

5. Business

5.a Management Accounts

NA referred the Board to the Board paper: *Audax Management Accounts May 2023.*

The Board carefully considered the contents of the management accounts.

NA noted that the accounts are generally looking healthy for the year to date but noted that the profit for the year is expected to drop over the

final 3 months of the financial year, due to reduced income typically experienced over these months. However, NA still anticipates the year will overall show a small profit and the organisation remains in a healthy position.

5.b Children and Vulnerable Adults Policy Review

The Board reviewed the Children and Vulnerable Adults policy. IH noted that he receives regular email information updates from NSPCC however there have been no significant developments which require changes to the AUK policy.

The Board was satisfied that the policy as is remains suitable for the organisation.

Actions:

- **AY** to arrange for policy review to be noted and updated policy to be published.

5.c Board Policy Review

The Board reviewed the Board policy. AY noted that the policy does not specifically reference the importance of effective communication by Board members, and it was agreed that wording should be added to the policy to incorporate this.

Actions:

- **AY** to propose additional wording concerning effective communication and to circulate to Board members for approval.

5.d IT Report

KL attended to present the IT Report.

KL noted that most of the recent work was being carried out on items behind the scenes and is being carried out predominantly by our IT contractor and the Web Content Manager.

KL confirmed that the IT systems have been updated to accommodate half points.

Data is progressively being transferred from the old Aukweb systems to the new AUK systems however we are still heavily dependent on the Aukweb database and the work that Francis Cooke does to keep this running.

KL noted that the next area of visible change for members will be the Perms pages.

Changes have also been made to the Results service to facilitate the transfer of data over from the Aukweb database.

KL noted that he would prefer that a new IT Manager be sought by AUK. He continues to provide valuable input to the IT systems but feels that this is right time for another person to take over. It was also noted that the resilience of the AUK systems could be improved by having a greater number of people involved in managing the systems.

Actions:

- **CC** and **KL** to develop job description and provide notice in Arrivée to attract candidates for IT Manager role.
- **DS/CF** to continue discussions with KL about possible splitting of role and improving resilience

5.e Annual Reunion

AY reported that he had found it difficult to elicit information from the Annual Reunion delegates. The most recent correspondence was that a reunion was being planned for end Sep / early Oct however no further details had been supplied.

It was noted that time was running out for being able to effectively organise a reunion for 2023. It was agreed that AY should continue to chase the delegates however if there was insignificant progress by the end of July 23 then AY should seek others to assist with organising a reunion.

Actions:

- **AY** to chase the Annual Reunion delegates for progress with the 2023 reunion. If there was insignificant progress by the end of July 23 then **AY** should seek others to assist with organising.

5.f LEL 2025

CC noted that reports and correspondence has been ongoing between himself and Danial Webb (DW) of London Edinburgh London Ltd.

IH noted that he was also engaged in discussions with DW about LEL 2025.

A separate meeting is to be arranged between CC, AY and DW to discuss arrangements for LEL 2025.

DW had submitted to the Board a report on the LEL 2022 which includes a number of lessons learnt and suggestions for improvements for future editions of LEL.

The application of the LRM Regulations to LEL 2025 should be clarified to avoid confusion over minimum speeds and control times.

It was noted that the work by DW and his team is positive and encouraging.

Actions:

- **CC** to arrange a meeting between CC, AY and DW to discuss LEL 2025.
- **CC** and **IH** to liaise with DW regarding application of LRM Regulations to LEL 2025.

5.g NGB Application

CC referred the Board to the letter received from Sport England advising that the pre-application for recognition of Randonneur Cycling as a sport and Audax UK as its national governing body in the United Kingdom had been successful.

The next stage of the recognition process is for AUK to meet with representatives of the UK Officer Recognition Panel before submitting our full application.

It was also noted that whilst achieving a successful pre-application, this does not necessarily mean that a full application would be successful.

Actions:

- **CC** to arrange a meeting between AUK (CC and AY to attend) and the UK Officer Recognition Panel.

5.h Banners and event signage

CF raised the issue of procuring some new banners and event signage.

It was agreed that new banners, control signs and direction arrows should be procured. It was agreed that the banners would be charged to organisers at a notional cost but control signs and direction arrows would be made available free of charge.

Actions:

- **PR** and **CF** (with Ged Lennox) to progress the design and procurement of banners and event signage.

6. Reports

6.a Chair

6.a.1 Honoraria for 2022-23 Financial Year

CC presented Board papers '*BMR 230705 Remuneration Committee Report 2022-23*' and '*Honoraria Recommendations 2022-2023*' which had been prepared between CC and PH.

The recommendation was for an increase in honoraria of 10% with individual amounts rounded up appropriately to make the final figures reasonably neat.

NA confirmed that PH had contacted him regarding the honorarium for the Chair and NA agreed with PH's recommendations.

It was noted that a significant amount of time had been expended by CF and the Web Content Manager regarding the development of the AUK website and systems. It was agreed that they should each receive a honoraria for this year for this contribution.

It was also noted that due to a lack of progress with this year's Annual Reunion, the Annual Reunion delegates' honoraria should be conditional on some progress being made (see item 5.e above).

Actions:

- **NA** to contact honoraria recipients and to progress payments.

6.b General Secretary

6.b.1 General Secretary and Company Secretary roles

Following discussions with the Company Secretary, AY presented an amended General Secretary and new Company Secretary job descriptions. These were approved by the Board.

Actions:

- **AY** to arrange for publishing of the updated job descriptions.

6.b.2 Clarion Cycling Club

AY noted he had been contacted by the President of the National Clarion Cycling Club regarding the requirements for temporary insurance for their members when riding AUK events.

It was confirmed that the temporary membership fee is charged to all non-members of AUK such that, for the purposes of AUK's insurance policy, all non-members riding AUK events are members of AUK for the duration of the event. The provision of alternative insurance policies covering riders does not change AUK's requirement for temporary membership for non-members.

Actions:

- **AY** to provide response to National Clarion Cycling Club enquiry.

6.b.3 AUK Templates

AY noted there can be a lack of consistency with logos, formats, registered address details etc. within AUK documents and this should be rectified by preparing a set of templates.

Actions:

- **AY** to prepare a set of templates for AUK documents.

6.b.4 Board Communications

AY requested clarification of the preferred methods for communicating between Board members. It was noted that the AUK Forum and Google Groups email list are the preferred methods.

CF noted that Google Groups only delivers messages when they are sent from email addresses within the group.

Actions:

- **CC** to amend permissions for AY in Google Groups.

6.c Finance Director

Nothing additional to report.

6.d Calendar Events Secretary

IH noted he had been liaising with the Validation Secretary regarding organiser performance. At present, there is no easy way for the events

team to be aware of issues which arise during validation. It would be useful if some form of feedback or rating could be included within the validation process.

IH proposed that all organisers should be required to upload all of the event information to the AUK system before the event goes live. This would mean that AUK would be more informed regarding DNS, DNF and temporary members. It was agreed that this should be implemented.

It was noted that a number of organisers are using their own websites for managing their events. Concerns were raised about whether GDPR requirements are being met, whether AUK terms and conditions for event entry are being accepted by entrants, and whether AUK is getting contact information for temporary members.

It was noted that the new entry and Event Planner systems for calendar events was still some way off being developed and ready for use, but that discussion and consultation was required with organisers to understand the reasons for their use of alternative systems.

Actions:

- **IH** to advise event organisers that they are required to upload all of the event information to the AUK system before the event goes live.

6.e Permanent Events Secretary

JW noted that the transfer of perms organisers over to Stripe payments is happening and the use of Stripe significantly eases the administrative burden for processing perms. All new perm organisers are only using Stripe.

NA also concurred that Stripe payments are significantly easier to manage from the finance perspective.

JW noted that the transfer of DIY organisers to Stripe is more problematic (note that one DIY organiser is already successfully using Stripe) but needs to happen. JW raised that at some point in the future, the Board should mandate that Stripe is to be used for all AUK payments.

JW noted that there has been a welcome increase in the diversity of perms offered now that gps and e-brevet only validation is available.

JW raised the issue of the AUK Route Validator webpage and that this has some limitations for longer or more complicated routes. Whilst there are manual work-arounds for this, JW suggested that the Route Validator should be reviewed and updated as required.

JW noted that some old perms which are not ridden, or where the organiser is no longer an AUK member should be removed. CF advised she has some analysis on when perms were last ridden which may assist JW.

JW noted that his printer for brevet cards is ageing and is becoming less reliable. DS also noted that the Brevet Card Production Secretary's printer is also ageing. It was agreed that new printers should be purchased.

JW also noted his intention to step down from the Permanent Event Secretary post once the transfer of the perms management to the AUK website has occurred.

Actions:

- **JW** to remove old perms which are not ridden and those where the organiser is no longer an AUK member.
- **DS** and **JW** to liaise and action the purchase of new printers.

6.f Events Services Director

DS noted that all BRM results for PBP have now been validated.

DS noted that awards for the 2021-22 season have been finalised pending the Annual Reunion.

6.g Membership Secretary

Nothing additional to report.

6.h Communications Director

PR unable to attend.

It was noted that the list of AUK contact published inside the back cover of Arrivée needs to be checked before each publication to ensure that any amendments are picked up.

CC noted that AY as General Secretary will need to write a column and send to Ged Lennox for publishing in Arrivée.

Actions:

- **PR** to liaise with Ged Lennox and check the AUK contacts published in Arrivée.
- **AY** to provide General Secretary column to Ged Lennox.

6.i Non-Executive Director

PH unable to attend.

PH had circulated a template for a risk register.

Actions:

- **PH** to start compiling risks facing the organisation with the assistance of the other Board members.

7. Date of Next Meetings

It was agreed to trial holding the next Board Meeting split into 2 online sessions.

It was noted that there was very low in-person attendance at the February 2023 Annual General Meeting and that facilitating in-person attendance cost AUK a reasonable amount of money. It was agreed that this did not provide value to AUK members and hence it was agreed that the February 2024 AGM would be held online only.

Date of next meetings:

- Wednesday 4th October 2023, 09:00-12:30 – Online Board Meeting (Part 1).
- Tuesday 10th October 2023, 19:00-21:00 – Online Board Meeting (Part 2).
- Wednesday 17th January 2024, 09:00–16:00 – Board Meeting, Birmingham.
- Thursday 15th February 2024, 19:00-21:00 – Online Annual General Meeting.
- Wednesday 10th April 2024, 09:00-12:30 – Online Board Meeting (Part 1).
- Tuesday 16th April 2024, 19:00-21:00 – Online Board Meeting (Part 2).
- Wednesday 3rd July 2024, 09:00–16:00 – Board Meeting, Birmingham.

Proposed split of agenda for online board meetings when held over 2 sessions:

- Part 1:
 - Minutes of previous meeting

- Matters arising from minutes of previous meeting
- Business (Part 1)
 - *(Chair / Secretary / Finance matters)*
- Director Reports
 - Chair / ACP and LRM Representative
 - General Secretary
 - Finance Director
- Part 2:
 - Business (Part 2)
 - *(Events / Membership / Comms / NED matters)*
 - Director Reports
 - Events Secretary
 - Permanent Events Secretary
 - Events Services Director
 - Membership Secretary
 - Communications Director
 - Non-Executive Director
 - AOB

8. Any other business

No additional matters raised

Closure

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