

AOAC AGM Minutes
03/03/08 Llandogger Trow 8pm

Committee Attendees: Richard Hiscoke, Carrie Stone, Liz Catchpole, Isabel Donovan, Dave Murdock, Clare Gundry, Phil Webster, Dennis Stanfield, Paul Thomas
23 Other AOAC members

1) Committee Apologies - None

2) Minutes and Matter arising from Last AGM.

Minutes approved with no matters arising

3) Committee Reports

Chairman - Richard Hiscoke

It has been a busy Pearl anniversary year. We held a successful charity ball to celebrate the anniversary, raising £1700. Thanks to Susie Orr and the rest of the Ball committee for organising the Ball.

A large number of activities have been organised, this is shown in the turnover of the club doubling from £50K to £120K. This included a larger than normal and very successful ski trip. The AOAC has forged linked with other clubs, The Outcasts in Exeter and the Brighton Explorers club. Also the Avon Mountaineering Club. We are looking at links to Bristol Scuba Divers and Portishead Sailing Club.

Richard has been involved in working with a heritage fund application for a site on Dartmoor. We are waiting to see if this has been successful.

BBC Bristol would like to do an interview with a number of members about the club. Anyone interested can contact Richard.

Treasurer - (Given by Richard Hiscoke as Andy Lock was not at the meeting)

£18K in the bank.

This year the club has spent approximately £6K on new equipment including kayaks, kayak trailer, crampons, maps, compasses.

We have also had a number of people apply for training funding. There is a revised policy on training available on the website.

The presented accounts covered the period 1st April 07 to 29th Feb 08. This is 11 months only and was queried by a member at the AGM. This was due to the handover last year, where it is not clear if March is the responsibility of the new or old treasurer. This will be clarified in the changes to the constitution - (see below). Some members at the AGM were concerned by the lack of detail provided in the summary accounts, as there is a now a significant turnover. The information provided is the same as previous years.

Activities Coordinator- Clare Gundry

Thanks were offered to Andy Lock for introducing a new procedure that has made things easier to organise. This was brilliant back up work to the organisers and is rarely acknowledged.

Trips organised included kayaking (river and sea), wake boarding, skiing, cycling (road and mountain bike), walking trips and mountaineering. Training sessions included first aid, orienteering and kayaking, as well as various fundraisers and other social events.

These could not happen without the organising skills of a number of members. Special thanks to Rob Giles, Andy Lock, Ali Hobbs, Richard Hiscoke, Stu Redwood, Susie Orr, Matt Routledge, Matt Hughes, Andy King, Colin Edmans, Dennis Stanfield, Keith Chant, Nick Walker, Rachel Dunn, Bev Smith, Mark Athay, Bridget Everett, Chris Hunt, Chris Tovee, Jo Murphy, Lucia Mundinano, Sarah Green, Fraser Bridgeport, Paul Thomas, Dave Murdoch and Aj Vesudevan.

We still need more people to organise events – please get involved, it's not as hard as you think.

Development Officer – Dave Murdoch

Dave spent time on development of training, especially the First Aid course. We are looking to expand this and get a first-aider on every trip. The club is looking for volunteers for this.

4) Proposal to Change the Membership Year start date to 1st October

This was proposed because the job of any new Membership Secretary is made difficult as the new committee is elected in March and has to renew everyone's membership in April.

The proposal would be that current members this year would have their membership extended until 01-Oct-08 and that anyone joining the club from now on would join at the full rate but have membership until 01-Oct-09.

This proposal to amend the membership year to 01-October to 30-September was carried after a discussion.

5) Changes to the Constitution

The following changes were made:

3.1 Each post carries one vote at Committee meetings, with the Chairperson holding the casting vote. [Where there is job sharing of a post, the Committee members representing such post shall have one indivisible vote between them.](#)

3.4 Vacant Committee Positions⁹

Should a Committee position become vacant between Committee meetings, the remaining Committee members may engage another person to act in that position (this could be another Committee member provided that they are eligible under clause 3.1) until a replacement is duly elected at Committee meeting, by a majority vote of all members present. Any vacant position will be advertised **to¹¹ the¹² Club notice board for¹³ members¹⁴** not less than 14 days prior to the Committee meeting.

[In this constitution references to "to the members" means giving a notice to the members of the Club: on the Club notice board; or on the Club website; or by email, or partly by one means and partly by another.](#)

4.2 Annual General Meeting (AGM)¹⁸

The Club AGM shall be held in March of each year. Notice of the AGM, must be **circulated¹⁹ given²⁰** to **all²¹ the²²** members at least 35 days in advance. ~~The notice must be given.²³~~

- ~~by post (to the address given on the membership form); or²⁴~~
- ~~by email (to the email address given on the membership form) if the member has consented to receiving the notice by email; or²⁵~~
- ~~by the Club website (provided that the Club promptly notifies the member or by post that the notice concerns a meeting, and the notification specifies the date, time and place of the meeting);²⁶~~

~~or partly by one means and partly by another.²⁷~~

All full members present at the AGM are entitled to vote (with the exception of those applying for expenses under clause 11.2 Major Expense for that issue only).

Motions for discussion at the AGM, not of origin from within the Committee, shall be lodged with the Secretary at least 28 days before the AGM, and be signed by a proposing and seconding member.

The AGM's agenda shall be placed on the Club notice board at least 21 days before the AGM.

An AGM shall be quorate provided the number of full members exceeds the number of committee members present.

A Statement of Income and Expenditure of all the Clubs bank accounts for the ~~11 months to 28 February of the~~²⁸ current financial year to date²⁹, signed by the Treasurer and Chairman shall be made available to Committee members (upon request) 7 days in advance of the AGM and be presented to all present at the AGM.

The Club accounts will be externally audited during April for the preceding financial year from 1 April to 31 March. The audited accounts will be presented to the Committee by the out-going treasurer at the next Committee meeting following completion of the audit. Any issues arising from the audited accounts will be taken up by the in-coming Committee. Audited accounts will be made available to the members upon request made to the in-coming Committee.³⁰

4.3 Committee Meetings³¹

Committee meetings must be held at least four times each year. Attendance will be open to all Club members, though only elected Committee Members are entitled to vote, (with the exception of those applying for expenses under clause 13.2 Major Expense for that issue only).

A quorum of ~~five~~³² Committee Members representing five Committee posts³³ is required for Committee Meetings. ~~Including~~³⁴ and including³⁵ either a ~~Chair~~³⁶ Chairperson³⁷ or Vice-Chairperson. Notice of Committee meetings shall be ~~posted on~~³⁸ given to³⁹ the ~~Club notice board~~⁴⁰ members⁴¹ at least 7 days in advance of the meeting.

The Committee may take urgent decisions by email discussion with responses representing at least five Committee posts including either the Chairperson or the Vice Chairperson.⁴² An email record is to be retained as minutes of the decision.

4.4 Special Committee Meeting⁴³

The Chairperson may also call a special Committee meeting or any other meeting, in addition to the above, at short notice to discuss matters considered urgent. ~~Any decisions taken during special committee meetings must be reviewed and ratified at the next full Committee meeting.~~⁴⁴ A quorum is required⁴⁵.

4.5 Extraordinary General Meeting (EGM)⁴⁶

The Chairperson, or 3 committee members, or a petition signed by not less than 20% of Club members may call an EGM. Notice of an EGM must be circulated at least 35 days in advance. The notice must be given:⁴⁷

- ~~□ by post (to the address given on the membership form); or~~⁴⁸
- ~~□ by email (to the email address given on the membership form) if the member has consented to receiving the notice by email; or~~⁴⁹
- ~~□ by the Club website (provided that the Club promptly notifies the member by email or by post that the notice concerns a meeting, and the notification specifies the date, time and place of the meeting),~~⁵⁰ or partly by one means and partly by another.⁵¹ to the members.⁵²

Motions for discussion at EGM, not of origin from within the Committee, shall be lodged with the Secretary at least 28 days preceding the EGM, and be signed by a proposing and seconding member. Only motions and agenda items duly submitted for the EGM will be eligible for discussion and voting decisions. The EGM's agenda shall be placed on the Club notice board at least 21 days before the EGM.

All full members present at the EGM are entitled to vote (with the exception of those applying for expenses under clause 11.2 Major Expense for that issue only)⁵³.

An EGM shall be quorate provided the number of full members exceeds the number of committee members present.

5. MEMBERSHIP⁵⁴

5.3 Subscription⁵⁷

An annual subscription will be paid by members at a rate to be determined at the AGM.

Membership will expire on the ~~31st March, except~~⁵⁸ 30th September, except⁵⁹ Honorary Membership and Trial Members.⁶⁰

~~Members renewing their membership between 1 April and 31 May shall pay the agreed subscription. Thereafter a surcharge (to be agreed at the AGM) may be levied.~~⁶¹

~~During the membership year the subscription for new members will be reduced by the following amounts:~~⁶²

~~1 April – 30 September 0%~~⁶³

~~1 October – 31 December 50%~~⁶⁴

~~1 January—31 March 75%⁶⁵ At the second quarter committee meeting or at a time there after prior to 31 December the Committee can instruct the Membership Secretary to accept the Membership applications from new members on the following basis provided that the Committee can not foresee a need for a subscription rate change at the following AGM⁶⁶.~~

Prospective New Members who apply for membership between 1 ~~January and 31 March may opt to simultaneously⁶⁷ July and 30 September will⁶⁸~~ become a Member for ~~both of⁶⁹~~ the remainder of the current year and the complete following year, therefore having a consecutive Membership period of up to 15 months expiring on the ~~31 March⁷⁰ 30 September⁷¹~~ of the following year. The subscription rates for only one year are applied. There will be no reduction in fees from the rates determined at the AGM⁷².

10. DEVELOPMENT TRAINING⁸¹

In pursuit of the Aims of the Club, section 2, "It is hoped that members will reach high standards of proficiency, develop leadership skills and reach nationally recognised standards, in outdoor pursuits". Assistance to event organisers/leaders with expenses for outdoor pursuit training to National Governing Body standards (BCU etc) is encouraged on the following basis.

Members must apply to the Committee prior to the course with full details of the course, outlining the benefits to the Club and club members to be gained from their attendance and the cost of the course to be subsidised expenses to be incurred.

The Committee may grant an amount usually up to 50% of the course fees and/or expenses.

Consideration should be made by the Committee of subject to considering any other funding that may be available to the applicant, such as grant funding from external granting bodies.

It is hoped that the Member should have demonstrated their commitment to assisting with events prior to application and that they must be willing to use their new skills gained on the course for the benefit of the Club and other Members. This may be supplemented by a CMD on training policy⁸².

11. EXPENSES⁸³

11.1 Minor Expenses⁸⁴

All Committee positions and Support Organisers shall be voluntary, with no payment for services rendered after payment of reasonable expenses. The definition of reasonable shall lie with the Committee, if a person is unsure whether an item is considered to be a reasonable expense they should consult the Committee for guidance.

In general use of club equipment for the purpose of tuition, provision of equipment and additional transport expenses solely for the benefit of the group, consumable materials and communication expenses are deemed to be reasonable.

11.2 Major Expenses⁸⁵

Where the Committee consider that an activity is or has the potential to fail due to the lack of willing Activity Organisers they can offer an inducement to potential Activity Organisers in the form of subsidising major expenses. These expenses shall be directly associated with the delivery of the event and the requirement for the Activity Organiser to be engaged in that particular element of the event for the benefit of the group. ~~It is envisaged that expenses for accommodation, travel and insurance shall be eligible⁸⁶.~~

The offer of an inducement and payment of expenses must be open and transparent.

~~In the case the ski trip organisers (due to the size of the payment) they are to be appointed upon election by the membership at a Committee Meeting in January to allow for early planning of the following year's ski trip. Election of the ski reps will operate under the provisions of an EGM. This provision overrides paragraph 4.3.⁸⁷~~

~~If a single event has multiple Activity Organisers (up to a maximum of three per single event) with some wishing and some not wishing to take up the offer of the inducement, the expenses payment associated with the latter shall be used to subsidise the event costs for the whole group and not form an additional payment solely to the former.⁸⁸~~

The Committee shall approve all major expense claims on a case-by-case basis, with details of all payments being published in the Committee Meeting minutes.

Activity Organisers applying for an inducement payment must abstain from voting on this issue, as there could be a conflict of interest.

The full constitution is on the AOAC website.

6) Membership Fees

Proposal to increase distant Membership to 50 or 100 miles from the centre of Bristol. After discussion this was changed to 100 miles.

Richard proposed increasing the membership fee to £25 per year, up from the current £20. After discussion the majority voted for the following:

Individual	£25	Current £20
Joint	£40	Current £35
Student/Unwaged	£12.50	Current £10
Distant	£12.50	Current £10

Anyone joining the club (not renewing) before 01-Oct-08 pays £25 and gets membership until 01-Oct-09

7) Election of New Committee

Chair: Richard Hiscoke

Treasurer: Melissa Bates

Secretary: Fiona Reed

Communications Officer: Liz Catchpole

Membership Secretary: Isabel Donovan and Michelle Anderson

Activity Coordinator: Clare Gundry and Carrie Stone

Equipment Officer: Phil Webster.

Development Officer: Dave Murdoch

Policy Officer: Paul Thomas

Thanks to Andy Lock, Susie Orr, Rob Giles and Dennis Stanfield for their hard work this year.