

AOAC Committee Minutes – 19 February January 2011 at Hole in the Wall



Present: RS, RH, NW, MB, AJ, GS, JM, SG, MH, RA

	Item	Action	Date
1.	Apologies RG, RSil		
2.	AGM Date 14/3/11 – RS to book room in Llandoger Trow. GS to include notice of date in weekly email. RH to check timings for motions etc. [1. All non-committee motions to be lodged 28 days before AGM by proposer and seconder. 2. AGM agenda to be notified to club at least 21 days before AGM 3. Income and expenditure for current year to date to be available to the committee at least 7 days before AGM].	RS & GS	1/5
3.	Members unofficially joining trips without organiser consent A member has been seeking to join a club trip, which is full, against the organiser's wishes (concerns for group ambience / health & safety), by booking into same accommodation, and effectively jumping the reserve list. RS to email member with committee concerns.	RS	1/2
4.	Club Insurance RS confirmed that sailing is one of the Endorsement 2 activities. MH to check civil liability cover provided by the RYA and terms. RS to clarify with Perkins Slade whether it can be removed from Endorsement 2. The policy does not provide personal accident cover for members. RH & RA to change club membership form to state that the club does not provide this. AJ & MH to check club activities are all Endorsement 1 activities for the time being.	RS MH RH & RA MH & AJ	16/2 16/2 Ongoing
5.	Training Requests A variety of training requests had been received from the kayaking section of the club. Much of this is due to the training needs required by the kayaking draft statement of practice. All training applications were	RH	5/2

	approved with participants being able to 50% of the training cost (but not expenses) and claim it back over 5 events. RH to notify Keith Chant. MB to update spreadsheet.		
6.	<p>Kayaking SOP</p> <p>RS and SG updated committee on draft SOP. Once implemented, NW would like to encourage other activities to introduce statements of practice.</p>		
7.	<p>Risk management - Incorporation</p> <p>Risk sub-committee met in December. Various ideas had been mooted to reduce potential risk to club from catastrophic claim.</p> <p>RS outlined idea behind potential club incorporation. RS to check whether committee, as directors, would need to complete self assessment tax returns, even though position would continue to be without remuneration. RH to add a motion to AGM items.</p>	RS, RH	16/2
8.	<p>Club Archives</p> <p>NW to see whether the Museum of Bristol would be interested in any of club archives as part of new exhibition materials. GS & NW to liaise as appropriate.</p> <p>RH offered to digitalised archives. Committee decided no need to scanned archives wholesale into pdf format at present.</p>	NW & GS	7/2
9.	<p>Finances</p> <p>MB ran through current trips. Portland sea kayaking weekend proposed. £400 for 1-8 people. Dave Murdoch collecting interest before booking.</p>		
10.	<p>Sennen 2011</p> <p>AJ has booked main field for Sennen 2011 August bank holiday for Friday evening to Monday. Members can stay longer but will need to pay extra direct to the campsite.</p>		
11.	<p>Christmas Party 2011</p> <p>GS wished to know whether he should book Halo again for the 2011 Christmas party or somewhere else. £20 deposit required. GS to book.</p>	GS	16/2

Minutes from Committee meal 24/1/11 @ Zizzi's Cabot Circus

Present: RS, RH, NW, MB, AJ, GS, JM, SG, RA,

1.	<p>Ski trip refund</p> <p>Members have queried whether they will receive a refund for the club ski trip. At present it looks as though the club will make a profit on the 2011 ski trip due to lift pass prices being lower than anticipated when the trip was booked. The club has been on risk financially in the event that lift pass prices were higher than anticipated but fortunately it has worked out the other way around.</p> <p>Committee to decide approach at next committee meeting once final trip accounts have been prepared.</p>	RH	16/2
2.	<p>Kayaking training subsidies</p> <p>Lucia Mundiano has requested that the committee reconsider 50% award in respect of training requests considered by committee on 19/1/11. Agreed to invite Lucia to present at next committee meeting. RH to add to agenda. RS to chat to Keith Chant about trainer and leadership requirements with draft SOP.</p>	RS, RH	16/2
3.	<p>Members unofficially joining trips without organiser consent</p> <p>Discussion followed on from meeting on 19/1/11, in light of response received from member to RS emails, and trip organiser concern that member will still attend trip, and join in club activities, even though trip is full, and disruption/discomfort will be caused to those on trip .</p> <p>RS to set out options to member – 1) don't go on trip 2) if go to same place on same weekend, stay somewhere else, and 3) if member stays in same accommodation on same weekend, it will be at his own risk, and anybody in group reports back to committee, that there was unpleasantness or disruption on trip, member should expect committee to take enforcement action against member.</p>	RS	16/2

Matters outstanding from November 2010 Minutes

2.	<p>Jon Maddicott</p> <p>Following the punting incident, a general discussion on activities covered by insurance led to the following points being raised:</p> <p>1) Cat 1 & 2 activities in our insurance cover to be clarified 2) Sailing trips to require individual insurance – this should be</p>	RS/NW	
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	communicated to sailing organisers who will be responsible for checking this is enforced in the same way as the ski committee		
5.	<p>Questionnaire feedback – part 2</p> <p>JM presented free text responses to questionnaire. Main themes were around attracting younger members, integrating new members more on big weekend trips, churning members and the issue of the future of the magazine however in general it was felt that very positive feedback was received.</p> <p>The committee to review in more detail and discuss again at the next meeting</p> <p>It was decided to discuss the future of the magazine in more detail at the next meeting</p> <p>A consideration for any future questionnaires is to either pay for additional functionality to enable easier analysis of responses or perhaps to develop something equivalent on the AOAC website</p>	All All	
8.	<p>Feedback from store audit</p> <p>5 spray decks need replacing</p> <p>Windsurfing kit to be disposed of as dated</p> <p>Caving kit audited in June 2010 and to be redone again in March 2011</p> <p>Tents to be audited in the Spring</p> <p>Mountain bikes to be reviewed – potential to sell them as not being used?</p> <p>New kit requirements to be costed by SG for review at the next meeting</p>	SG	
9.	<p>Kit purchase request</p> <p>SG proposed two potential new kit purchases: A new kayak for larger frames and a new trailer to be used for sea-kayaking</p> <p>More detailed costings and justification to be presented at next meeting</p>	SG	
10.	<p>Ratification of BCU aquatic first aid course decision</p> <p>The committee agreed that the club would fund the total costs of the course and hall hire fees less a charge of £15 per person attending</p> <p>List of attendees to be sent to NW</p>	SG/RS??	
13	AOB		

13.1	Paddlers guidance on leading a trip in terms of qualifications required to be advised by NW/RS	NW/RS	
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Actions outstanding from previous May minutes

		Action	Date
2	Encouraging event organisation AJ & MH to review 'How to organise an event', and incorporate comments from July mtg regarding forwarding cheques to treasurer, small profit margin to cover losses, and checking cancellation terms for accommodation/events, and post updated version to web.	MH & AJ	17/11/10
3	Longer term objectives		
3.3	Health & Safety AJ/MH to prompt activity organisers to complete risk assessments.	MJ/MH	Ongoing

Actions outstanding from August

		Action	Date
9.	AOB		
9.1	Advert in Venue – RS to update wording re badminton & tennis	RS	17/11/10

Actions outstanding from September

13	Electronic Payments sub-committee & website development The sub-committee of RS, RJH, MB and GS met before the meeting on 15/9/10. GS reported that Google Checkout is currently favoured. This would allow trip organisers to see who had booked on to the trip, places sold etc. GS will set up small scale trip for volunteers to trial using trips costing £0.01 each, before extending trial to a few trips. MB to discuss with Dougal Matthews on how electronic payments working with Bristol Sub-Aqua Club, .software and gremlins discovered. The payments can be an added on to the existing website.	GS	1/3/10
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	GS explained that he will not be able to develop an electronic payments section for the website for a few month due to other commitments and more pressing website developments such as: raising search engine profile for club; redesigning front page; increasing the club's Facebook profile; and feedback form/surveys on trips.	GS	19/1/10
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Actions outstanding from October minutes

		Action	Date
3.	Bulletin/Website photos GS to be asked whether he or another volunteer can update trip photos on the website as these refer back to trips in 2006.	GS	Ongoing
10.1	Discounts Cotswold Outdoor - RA to liaise with re club discount. RH explained Brunel Walkers get 20% discount for club and member purchases. Outdoor Active – RSil to liaise re club discount day rather than store staying open in an evening especially for us, at risk members wouldn't go after work due to store distance from Bristol.	RA/RS	17/11/10

Items for Review

		Action	Date
	Risk Assessments - implementation	NW	Oct 10
	H&S training for activity organisers – NW & RH to consider how to train	NW & RH	Jan 10
	Poster to be updated following results from questionnaire	GS& JM	Sept 10
	Seeking sponsorship for membership cards for 2011/2012	All	March 2011
	AOAC organisers thank you party	All	Nov 10
	Advertising future Mediterranean sailing trips, make it clear that all members will be expected to participate in chores.	Andy Lock	
	Disseminate trip information to skippers to ease burden on organiser	Andy Lock	
	Sailing Training – Ingrid to organise instead of Rachel Dunn	Ingrid Sales	
	Kayak transport and participation in 2* kayak course to be reviewed at next kayaking development meeting.	SG & RSil	17/11/10