

AOAC Committee Minutes – 16 June 2010 at Hole in the Wall

Present:

RS, RH, NW, RSil, SG, MB, AJ, JM, RG, RA.

In attendance:

Ingrid Sales, Matt Hughes

	Item	Action	Date
1.	Apologies GS, MH		
2.	<p>Feedback on Croatia Sailing</p> <p>Matt Hughes and Ingrid Sales attended to discuss the Croatia sailing trip.</p> <p>Ingrid Sales had sent out a questionnaire to the Croatia sailors for feedback on the trip without consulting the trip organisers. There was a response rate of 11 out of 36 participants.</p> <p>Feedback to be anonymised and sent to Matt Hughes and Andy Lock for further comment.</p> <p><u>Passengers not crew</u> Concerns were raised about some members being passengers and not taking any active role in the week. It was accepted that not everybody wanted to be involved in sailing, but that everybody should pull their weight on chores during the week. Action – future organisers to be asked to make it clearer on trip advertisements.</p> <p><u>Couples on board</u> Too many couples on a trip did not in the committee’s view cause problems. It was unfortunate that it had on this occasion.</p> <p><u>Balance of crew</u> Ingrid requested that skippers have a say in the crew on each board. While preferable, this is not always possible when trying to balance experience to crews.</p> <p><u>Trip info</u> Ingrid requested that trip be disseminated by trip organiser to all the skippers so crews could ask details of skippers, and ease burden on organiser. Matt agreed this would be sensible to adopt on future trips. Multiple organisers would also be considered. Andy Lock to action.</p>	<p>Ingrid Sales</p> <p>Andy Lock</p> <p>Andy Lock</p>	1/7/10

	<u>Sailing Training</u> Ingrid is willing to take over co-ordinating sailing training from Rachel Dunn. Ingrid to liaise with Rachel	Rachel Dunn/Ingrid Sales	
3.	<p>Accounts</p> <p>June 2010 New Forest Trip – MB to follow up with D Morgan to ascertain underlying reasons for loss.</p> <p>Generally MB emphasised importance of cheques being passed to her promptly to enable better monitoring of trip sales. RS recommended building in a small margin to cover a couple of unfilled places. AJ suggested organisers find out cancellation terms for accommodation /trips booked. MB/AJ.MH to remind organisers.</p> <p>Sennen - £30 for weekend. AJ & MH to sell it.</p> <p>Croatia & Italy sailing 2011 – 4 boats booked for September 2011. £100 deposit per person.</p> <p>Ski trip 2011 – 27 places sold – 13 remaining. 2nd instalment of £70 pp paid. 1st instalment due mid-Nov. We can reduce numbers after that time if necessary, but lose £150 per person. Review in October.</p> <p>Due to lack of interest the club had cancelled the September sea kayaking trip. Decision to cancel ratified. RS to lead negotiations on attempting to re-use deposit for another trip.</p>	<p>MB</p> <p>MB/AJ/MH</p> <p>MH/AJ</p> <p>MB</p> <p>RS</p>	<p>18/8/10</p> <p>Ongoing</p> <p>MH/AJ</p> <p>October</p> <p>18/8/10</p>
4	<p>Kayaking Foundation Safety & Rescue -Training Subsidy Request</p> <p>Keith Chant had submitted a training request. It is necessary to bring on paddlers for ongoing kayaking coaching and training programme.</p>		
5	<p>Forest of Dean kayaking trip and kit hire</p> <p>At the June trip, a member departed on Saturday evening, taking a couple of club boats with him. His actions required two members to hire canoes for the Sunday paddle at a total cost of £40.</p> <p>RG to discuss matter with member, to explain conduct was unacceptable, but in light of historic record of organising events for the club, no written disciplinary action would be instigated on this occasion.</p>	RG	8/8/10
6	<p>Health & Safety Update</p> <p>NW reported on progress with Health & Safety. He and RH had had an initial discussion with Tabitha Cave, one of the partners at RH's firm, Veale Wasbrough Vizards, who specialises in health & safety matters.</p>		

	<p>She is involved with a voluntary club and so appreciates different risks and issues.</p> <p>As the club does not employ anybody, it doesn't expressly fall within the remit of the Health & Safety at Work Act. However, by charging fees to members to participate in events, albeit on a non-profit making basis, we fall in a grey area.</p> <p>Tabitha recommended using risk assessments to mitigate risks.</p> <p>NW explained two ideas: 1) Mandatory risk assessments, and fear of lack of sanction or driving people away from the club and 2) "devolved responsibility", where we ensured risks were appropriately communicated to members, which is effectively already in place. Tabitha agreed that devolved responsibility was the best approach for us, but where we currently fall down is in informing members of the current status quo.</p> <p>NW recommended that once Tabitha has reviewed our H&S policy, and a couple of the risk assessments, the committee implement a training programme for activity organisers possibly in October, on the existing risks and their existing liabilities, how we can train members, and how they can protect themselves in the event that a claim were to be brought against them or the club.</p>		
7	<p>Timing of membership year</p> <p>With RG and RA present, timing of the membership year was discussed. Different possibilities mooted e.g. tapered membership fees, standing orders, and renewal periods each quarter. All considered and dismissed for time being due to administrative burden etc. No further action at present.</p>		
8.	Actions outstanding from <u>April</u> minutes		
8.1	<p>Canoe container refurbishment</p> <p>Outstanding – to be carried out on 31 July / 1 August</p>	R Sil	1/8/10
8.2	<p>Store audit feedback</p> <p>Caving kit has been checked. SG to liaise K Wiltshire to check tents.</p>	SG	18/8/10
8.3	<p>Feed back from AOAC membership</p> <p>GS has circulated questionnaire. JM to report initial results at August meeting.</p>	GS, JM	18/8/10

9	Actions outstanding from previous <u>May</u> minutes		
9.1	New kit New kayaking kit approved for purchase in May has been purchased as is in use.		
9.2	Membership cards & sponsorship RA to purchase new membership cards. RH to send logos to RA. GS to email to reminder members of discounts. RA & RG to mention to new members and ask if they have any other ideas for where discounts could be negotiated	RA/RH GS RG/RA	18/8/10 Ongoing
9.3	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. RH to encourage K Wiltshire to have walking organising session. MH to encourage Paul [] to hold a mountain biking planning session RS to discuss with Alison and Julia regarding reintroducing intermediate mountain biking	MH & AJ RH MH RS	18/8/10
9.4	Weekly email GS has investigated whether weekly activities could be condensed, and decided this cannot be done with current limited resource.		
9.5	Longer term objectives		
9.5.1	Younger members RG has met head of year for St Brendan's 6 th form. RG to make a presentation to upper 6th, so that they know of our existence when they complete DofE. Linking AOAC page to Facebook (GS) Sub-committee of JM, SG, RG yet to meet	RG RG, GS JM, SG, RG	21 July Ongoing Ongoing
9.5.2	Electronic payments		

	Sub-committee yet to meet.	GS, RS, RH, MB	Ongoing
9.5.3	Health & Safety AJ/MH to prompt activity organisers to complete.	MJ/MH	Ongoing
9.6	Canoeing presentation Presentation has been made to Keith Chant for long service and dedication in supporting and growing kayaking in the club for over 20 years.		
10	Actions outstanding from <u>June</u> minutes		
10.1	Fundraising BBQ AJ had drawn a blank at thunderbolt. RG will check whether BBQs permitted in Ashton Court, and if so, will take on organisation of games and BBQ afternoon in late August (e.g. 22 nd), and circulate poster.	RG	8/8/10
10.2	Dingy sailing course MH considering commissioning dingy sailing course £150. MH asked by committee to produce evidence for demand. To minimise risk of loss agreed to allow MH to book for definite and add extras if course capacity	MH	8/8/10
10.3	Windsurfing classes AJ proposing to organise a windsurfing course on Cheddar Reservoir. He is waiting a call back form the instructing to discuss dates.		
11	AOB		
11.1	Scotland 2011 Rob is attempting to find good quality accommodation at reasonable prices but struggling. Given losses last couple of years, RG to limit to about 10 places, depending on number in accommodation found.	RG	18/8/10
11.2	Xmas Walking Trip AJ has found a hostel which can accommodate us and include three course meal for £15. Agreed to book for 1sr weekend in December.	AJ	ASAP
	Kayak transport and participation in 2* kayak course JM had been unable to participate in 2* course as didn't have he own	SG & RSil	18/8/10

	boat or a means of transporting it. SG & RSil explained aware of issue, and how 1* course participants tend to use all of club boats. SG & RSil to bring up at next kayaking development meeting.		
12	Date of Next Meeting 18 August – 8pm – HITW Apologies – RG & SG		
	Items for Review		
	Ski trip 2011 – need to reduce places?	MB	October
	Risk Assessments - implementation	NW	October
	H&S training for activity organisers	NW & RH	October
	Poster to be updated following results from questionnaire	GS& JM	Sept
	Seeking sponsorship for membership cards for 2011/2012	All	March 2011