



## AOAC Committee Minutes

**19 May 2010 - 8.00 @ Hole in the Wall**

### Present:

Richard Simms (RS), Richard Hiscoke (RH), Nick Walker (NW), Roland Allen (RA), Richard Silsby (RSil), Sarah Gay (SG), Mel Bates (MB), Gavin Spittlehouse (GS), Ajit Vesudevan (AV), Jon Madicott (JM), Rob Giles (RG)

### In attendance:

Nobody

	Item	Action	Date
1	<b>Apologies</b> Rob Giles (RG)		
2	<b>Actions outstanding from previous minutes</b>		
2.1	<b>AOAC Flyer</b>  Decision to circulate a few amended posters as part of drive to attract younger members. The flyer is to be amended and emailed to members for circulation in larger organisations e.g. Roland at Airbus, Ali Hobbs at Wessex Water and Richard at PwC, Fiona Hiscoke at the Environment Agency.  GS to chase Liz Catchpole to forward costing information for publishing glossy A4 flyers.	RA, AH, RS, RH  GS	16/6/10  1/6/10
2.2	<b>Thank you to Keith Chant</b>  RH reported procedure for conferring Honorary Membership can only be done at the AGM. SG and RSil authorised to make alternative thank you arrangements.	SG / RSil	16/6/10
2.3	<b>Canoe container refurbishment</b>  Updating report from April, RSil explained refurbishment proposals and costs. There has been no store maintenance for the past 3 years, and some of the work is overdue. Light costs £247. Painting and welding £270. Approved. RSil to action.	RSil	16/6/10
2.4	<b>Bike Rack</b>  RSil had reported back to Russell Kernow. Russell does not intend to immediately prepare the business case for the bike racks, so the committee do not need to consider it at this time.		

	<b>Item</b>	<b>Action</b>	<b>Date</b>
2.5	<p><b>Store audit feedback</b></p> <p>Outstanding from April</p> <p>SG to pass details of missing kit to GS for circulation to the membership.</p> <p>Walking and caving kit to be checked. SG to contact Katie Wiltshire and Natalie Field</p>	SG/GS	16/6/10
2.6	<p><b>2011 ski trip</b></p> <p>The remaining payments to the trip provider can be settled by cheque.</p> <p>Kathleen O'Reilly will be ski trip treasurer for 2011.</p> <p>JM to liaise with GS re publicity.</p>	JM/GS	1 June 2010
2.7	<p><b>Feedback from the AOAC Membership</b></p> <p>JM still to update the questionnaire (to include further questions following debate in minutes 9, 10, 13 below), and sent to GS for circulation to the membership.</p> <p>JM to report back on results at July meeting.</p>	JM, GS JM	5 June 2010 21 July 2010
3	<p><b>Notice board update</b></p> <p>Outstanding - This is still at RA's house to be moved to HITW.</p> <p>Outstanding - AV &amp; MH to encourage activity organisers to put notices on board.</p>	RA AV & MH	2/6/10 On-going
4	<p><b>Update on accounts</b></p> <p>MB updated the committee on the financial position of the club and trips which needed further marketing to minimise losses.</p>		
5	<p><b>New kit</b></p> <p>RSil and SG proposed the purchase of a Dagger GTS kayak for small people, as the club's boats are too big for petit members. Cost including spray desk is likely to be about £500. As kayaking income for 2010/11 is likely to be £1500+ this was approved. RSil to purchase.</p>	RSil	16/6/10
6	<p><b>Membership Cards</b></p> <p>SG to authorised approach Outdoor Active and negotiate sponsorship deal for about 50% of card printing costs for 500 cards.</p>	SG	16/6/10
7	<p><b>Encouraging event organisation</b></p>		

	<b>Item</b>	<b>Action</b>	<b>Date</b>
	'How to organise an event flyers' to be updated by AJ & MH and circulated to the club GS.	AJ, MH, GS	16/6/10
	AJ and MH to encourage further event planning sessions for each activity. RH to mention to Katie Wiltshire as walking co-ordinator. AJ & MH to liaise with other event co-ordinators.	AJ, MH, RH	Review quarterly
	Use of club website forums to be encouraged further, especially as email lists become out of date and can be circulated to former members.	AJ, MH, RH	
8	<b>Sailing First Aid Course</b>  The committee ratified the decision made since the last meeting to reduce event for reimbursement from 3 events to 1 event to reflect the amount to be claimed back as £12.50		
9	<b>Longer term objectives - What is success?</b>  There was a wide ranging discussion on what would amount to success, including: maintaining the bank account at healthy levels; maintain the present level of membership, albeit trying to bring down the average age range of the membership; what volume of activity.  JM to include further questions in the questionnaire to check we are on track with what we perceive to be 'success'.	JM	5/6/10
10	<b>Longer term objectives - Younger members</b>  Ideas included: an article in Venue (and updating current details in Venue) ; membership discount for recruitment of members in 20s and 30s; becoming centre for the Duke of Edinburgh's Award (RG to investigate what would be involved and report back at next meeting); attempts to attract graduate by updating AOAC flyers; having an AOAC face book page linked to the AOAC website (GS to investigate and report back at next meeting)).  JM, SG, RG to form sub-committee to consider further.	RS RG GS  JM, SG, RG	16/6/10 16/3/10
11	<b>Longer term objectives - Electronic payments</b>  Given that cheques are likely to be phased out by 2018, the club must think about electronic payments. Gavin explained some of the current technologies available, and how it would be possible for a member to add an event to a shopping basket or have a click through booking form, so all of this information would be passed to the treasurer, and the event organiser could see details of places sold.  Presently charges of about 3% apply to electronic transactions. Club would need to consider whether to pass these on to members.  MB, GS, RS and RH to form sub-committee to consider further, and report	MB, GS,	21/7/10

	<b>Item</b>	<b>Action</b>	<b>Date</b>
	back in July 2010	RH, RS	
12	<p><b>Longer term objectives - Health &amp; Safety</b></p> <p>NW wants to push health &amp; safety forward within club. Club to be emailed about availability of risk assessments on website, and email can contain link to 'how to organise a trip' flyers.</p> <p>AJ/MH to prompt activity organisers to consider risk assessments.</p> <p>NW wants to investigate legal position of the club, and whether club is taking adequate steps. RH and NW to see if they can approach one of RH's colleagues</p>	<p>NW/GS</p> <p>MH/AJ</p> <p>NW/RH</p>	<p>5/6/10</p> <p>On-going</p> <p>June 2010</p>
13	<p><b>Longer term objectives - Magazine</b></p> <p>GS is now posting Articles on web, once received, and will consolidate into quarterly magazine.</p> <p>To further reduce costs of publications, GS to email membership to see if any further members wish to receive magazine electronically rather than in paper format.</p> <p>JM to ask in questionnaire who reads what, what is good and what is not about magazine.</p> <p>RH mooted an index of historic articles, with link to it from 'how to organise an event' to try to encourage reuse of previous trip venues. No action required at this time.</p>	<p>GS</p> <p>GS</p> <p>JM</p>	<p>Quarterly</p> <p>GS</p>
14	<p><b>AOB</b></p> <p>Events email. SG asked whether weekly events, can be consolidated to make email shorter. GS to investigate and report back.</p>	GS	21/7/10
15	<p><b>Date of Next Meeting</b></p> <p>Hole in the Wall 8pm - 16 June 2010.</p>	All	19/5/10

	<b>Items for future discussion / decision</b>	<b>Action</b>	<b>Date</b>
	Club night meeting time (pending questionnaire)		July 2010