



AOAC Committee Minutes

28 April 2010 - 7.30pm @ Hole in the Wall

Present:

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

In attendance:

Liz Catchpole (LC), Ali Hobbs (AH), Carrie Stone (CS),

	Item	Action	Date
1.	Apologies Rob Giles (RG), Clare Gundry (CG)		
2.	Welcome RS welcome the committee to the first committee meeting of 2010/11		
3.	Actions outstanding from previous minutes		
3.2	AOAC Flyer Publication and circulation of the poster was put on hold, pending decision of change of pub and meeting time for Wednesday evenings. Once these have settled down, 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. Liz Catchpole to forward costing information for publishing glossy A4 flyers and is to circulate this to GS.	RA, AH, RS LC / GS	
3.6	Training grant application Mark Athay has submitted an update training request now that all the costs of course and additional training requirements are known. The committee noted the training requirement for more club members to be able to train and coach kayaking, and the commitment Mark has put into the club over the years. It was agreed Mark could claim 50% of the full £692 costs specified being £346. Costs are Level 2 coaching £250; 3 Star open canoe £200, 3 star open canoe training £30, Level 2 registration fee £39, Coaching the Mind (required for Level 2) £15, Level 2 coach assessment fee £120, open canoe hire for coaching on Wye £28. The committee had previously agreed this would be over 10 instalments.	RS / MB	

	Item	Action	Date
	RS to notify Mark. MB is to make a now on the training spreadsheet.		
3.9	<p>Thank you to Keith Chant</p> <p>To thank Keith Chant for his contribution to the club over the past 20 or so years (in organising activities, coaching future coaches, club store maintenance etc.), that he be nominated to receive Honorary Membership (i.e. free life membership).</p> <p>RH to review procedure in constitution for conferring Honorary Membership.</p>	RH	19/5/10
2.10	<p>Canoe container refurbishment</p> <p>Updating report from March, RSil stated that the canoe store, will need some refurbishment work, including rewiring, re-roofing, a generator, for electrics. Proposals will be brought to the committee.</p>	RSil	TBC
3.11	<p>AGM Minutes</p> <p>AH had circulate the draft AGM minutes, but omitted NW and SG. AH to forward.</p>	AH	
4.	<p>Update on accounts</p> <p>Cash flow will need to be carefully managed over the next month with large deposits for the ski trip and Croatia trip expected to be paid out.</p> <p>There was uncertainty on how trips were selling for the Dartmoor trip at the end of May. CS to discuss with CG over early May bank holiday weekend.</p>	CS	
5.	<p>Membership Cards</p> <p>It was decided to roll this over to the next committee meeting.</p>		19/5/10
6.	<p>Pub venue, frequency and time</p>		
	<p>Venue</p> <p>Following signals from the Llandoger Trow, that we were not welcome, RS updated the committee on his positive discussions with the manageress of the Hole in the Wall. It was decided to change pub for club nights to the HITW from 1st June. RS to prepare email for GS to send to membership.</p>	RS/GS	9/5/10
	<p>Frequency</p> <p>Following AGM, we decided to switch from meeting every Wednesday to meeting every 1st Wednesday (new members night) and 3rd Wednesday (committee meetings). RS to include in email to membership.</p>	RS/GS	9/5/10

	Item	Action	Date
	<p>Time</p> <p>Timing of meetings was discussed. AV wished to bring new members meetings forward. RA would not be able to attend meetings that were before 7pm. JM will include in questionnaire to membership.</p> <p>Committee to discuss again once feedback from membership obtained.</p>	JM	
7.	<p>Magazine</p> <p>Postpone discussion</p>		
8.	<p>Health & Safety policy Amendments</p> <p>Nick presented the revised policy wording to reflect concern regarding who had responsibility for certain actions on a multi-activity weekend between. Revised policy wording approved. NW & GS to arrange for website to be updated, and for risk assessment forms to be uploaded on to the website..</p>	NW/ GS	19/5/10
9.	<p>Bike Rack</p> <p>Russell Kernow has suggested that the club invests in some tow bar mounted bike racks for use by members. Concerns were expressed about lack of use due to having few tow bar users, and need for future space in club store. RSil to ask Russell Kernow to put forward business case to committee demonstrating need, likely take up and practicalities, and revisit in 4 months .</p>	RSil	August 10
10.	<p>Store audit feedback</p> <p>The audit has identified some kit that is missing or needs replacing e.g. wetsuit boots, roofrack straps. SG to pass details GS to circulate to membership.</p> <p>Walking and caving kit to be checked. SG to contact Katie Wiltshire and Natalie Field</p>	SG/GS SG	19/5/10
11.	<p>2011 ski trip</p> <p>Members of the 2011 Ski Trip Committee presented options for the 2011 trip. The initial deposit is £1800. A second instalment is due in May/June (t.b.c.) with the balance due on a date t.b.c.</p> <p>JM to check whether second and third instalments can be paid by cheque.</p> <p>JM/RA to confirm who will be dealing with ski trip finances, and ask that person to send updates to MB.</p> <p>Deposit of £150 to be requested from members.</p> <p>JM to liaise with GS re publicity.</p>	JM JM/RA JM/GS	
12.	<p>Feedback from the AOAC Membership</p>	JM, GS	June 2010

	Item	Action	Date
	JM had some suggestions to add to the membership questionnaire. He will update the questionnaire and sent to GS for circulation to the membership. Prize for replies will be a weekend away with club for up to £40.		
13.	Notice board update Following request to remove this from the Llandoger Trow, this is currently at RA's house. The question was raised of whether we need the board. Decided to retain for present. AV & MH to encourage activity organisers to put notices on board.		
14.	Training Request - Mark Athay See 2.6 above.		
15.	AOB None.		
16.	Date of Next Meeting Hole in the Wall 8pm - 19 May 2010.	All	19/5/10

	Items for future discussion / decision	Action	Date
	Membership cards and sponsorship		19/5/10
	Club night meeting time (pending questionnaire)		June 2010
	Magazine		
	Bike rack		