

Avon Outdoor Activity Club

Committee Meeting 16th January 2008



Present: Richard Hiscoke, Clare Gundry, Dennis Stanfield, Liz Catchpole, Dave Murdoch, Carrie Stone, Phil Webster, Rob Giles
Chris Hunt (part)
Apologies: Andy Lock, Paul Thomas

Review of Previous minutes and Actions:

1) Ongoing Actions from November Committee meeting

- 1.1) Action:** Richard to contact Donna about Accommodations Database - *Donna to provide Database-Ongoing*
- 2.1) Action:** Andy to create a cheque request form - created - *to be put on website - DONE*
- 2.2) Action:** Carrie to update the finance rules and to make sure committee members not at the meeting are fully aware of the changes - *Committee members informed but changes are to be sent to Liz for the website - Ongoing*
- 3.1) Action:** Richard getting information from Radio Bristol for an AOAC feature - *Ongoing*
- 4.1) Action:** Issie will write to members who attended the first aid course to encourage them to organise an event - *Ongoing*
- 4.2) Action:** Issie will send research on adverts out to the committee. Issie is trying to get the free advert changed in Venue - *Ongoing*
- 5.1) Action:** Dennis to ask Sophie to buy equipment cycling equipment. *Phil will take this over - Ongoing*
- 5.2) Action:** Natalie to sort out new cost for cave trips. She will put forward a proposal for payment of an amount of her caving group membership cost - *Ongoing*
- 6.1) Action:** Richard will contact the insurance company to see if insurance is possible. Dennis will get details of the BCU insurance Scheme - *Dennis Ongoing, Perkins not come back - In AOB*
- 6.2) Action:** Richard will talk to Ski Organisers to see how they are sourcing their T-shirts - *details from ski committee; Dave's t-shirt is being used as demo - Ongoing*

2) Committee Reports - Available on request

Chairman

Met with Brighton Outdoor club - see Development report for details.

Activity organiser

As it has been difficult to fill events in January and there has been a high number of cancellations it was proposed that events should be organised at a minimum 6 weeks in advance in winter and 4 weeks in summer. Decision that this should be advice for organisers only, not a set rule and will be added to 'how to organise' notes. Discussion on when trips should be advertised. It is up to the organiser when to advertise a trip, we are still getting a lot of new members on trips therefore they are not excluded by advertising a long way in advance.

Action: Clare to add recommendation to 'how to organise a trip' notes. Clare will run the 'How to organise' meeting in March - ongoing

Ireland: only 3 people are booked on the trip, if this does not pick up the trip will be cancelled.

Action: Dave to review by the end of the month and cancel if further people are not interested. The club will reimburse any Flights booked that are not used - **Cancelled**

Clare noted that some people in the club seem to think it doesn't matter if a trip does not break even. All Club trips should aim to break even. Although the club has a reasonable bank balance, it should be noted that as the club pays out a large amount in deposits, a reduction in the cash flow will result in advance trip booking being reduced.

Development report

Additional report included the minutes from the meeting between the Chairman and Development officer and Brighton Explorers Club. It was noted that the clubs have had the same issues over the last few years. The BEC sends emails to everyone before last minute events; it was proposed that the AOAC could do this. After Discussion it was agreed that this should be done through the Forum.

Action: All Trip Organisers, last minute information for trips should be put on the Forum.

Action: ALL use of the Forum should be encouraged, Carrie will create a notice for the board about the Forum, and Liz will add an item to the email - **starting to use. Should it be private? Could we get people to sign up if they have to sign up to view? Keep as normal. Encourage at new members**

Links from AOAC website to other websites – links should be there to the stores that offer a discount, but this discount should be confirmed with the stores first

Action: Richard to look at confirming discounts using the latter created earlier in the year. Where we have links to other groups they should have a link to the AOAC.

Communications report

Non-Club events, such as Charity events organised by club members, should be on the Forum not the weekly email or noticeboard. This has been communicated to the relevant people.

As the weekly email is very long it is suggested to summarise a trip in the email with details on the web site.

Action: Liz to work with activity organisers.

3) Training Policy

As Paul has sent his apologies for this meeting this will be discussed at the next meeting.

Action: All to review training policy and feedback to Paul by the next meeting.

4) AGM

Date set for Monday 3rd March at 8pm.

Action: Carrie to book room at Llandoger Trow.

Agenda for AGM - This must be agreed by 11th Feb, AOAC members can submit items on the agenda until the 4th Feb.

Items so Far

Change of Membership date

Changes to the Constitution

Fees

Change to the membership date – This should be changed to October 1st – September 30th. Anybody joining now will get next year's membership free as per constitution. All existing membership cards will remain the same – blue is the current card colour and if agreed at the AGM will be valid until September.

Changes to the constitution – This needs to be agreed by 4th Feb and published on the noticeboard by 11th Feb.

Action: Richard to send changes by email for the committee to agree, if the next meeting is before the 4th, then we can finalised then, otherwise it must be confirmed by email

Some members of the Committee are considering standing next year, but we will definitely need a Treasurer and Membership officer.

Action: Carrie to create a form to go on the board for Proposal for next year's committee.

5) Insurance

There is confusion over what is covered, especially the Endorsements. Members are not insured themselves but are covered Member to Member. All members are liable for claims.

Club is a member of BCU, so canoeing is covered under this. Discussion on the issue of a new insurance company, it was stated at the time that all other firms wanted risk assessments, but Chris did not find this the case when he was trying to get quotes.

Action: Chris will let the committee know the brokers he contacted. Richard will give him a copy of the certificate. Richard will try and do a summary of the insurance cover so that members are aware of the issues.

6) AOB

Phone calls – After the full membership list was inadvertently sent out, Clare received calls on her landline; she requested the club pay for the number to be changed if calls continue. Committee agreed.

Club money – As already noted the club would have a cash flow issue if trips do not break even.

Action: Andy to summarise this at the AGM.

Under 30's trip – Chris Hunt proposed an under 30's Trip to encourage the newer younger members to stay in the club. Dennis noted that the number of members under 30 has increased, reducing the average age of the club. 50% of new members are female.

Chris has spoken to a number of new younger members and confirmed there is a need for this. Committee agreed for Chris to run this, another organiser is required to run an over 30's trip on the same weekend to make sure anyone who wants to go on a trip can do so.

Action: Chris and Clare to organise or find organisers for the weekend

Sea kayaks – Dave proposed buying more, but the committee is not sure there is a current need and suggested hiring them. Dennis noted that Outdoor Active have boats we can hire.

Action: Dennis to give details to Dave - **DONE**

First Aid – Dave has been trying to contact two members to progress a further first aid course.

Action: Clare will help Dave contract relevant members.

Scotland 2009 – Rob requested a deposit for a trip to Torridon next February, based on the take up for this year. 22 people are required to break even. Committee agreed, Deposit £349.

Date of next meeting: to be confirmed