

Avon Outdoor Activity Club



Committee Meeting 21st November 07

Present: Richard Hiscoke, Clare Gundry, Dennis, Liz Catchpole, Dave Murdoch, Izzy Donovan, Andy Lock, Carrie Stone, Phil Webster, Paul Thomas

Apologies: None

1) Committee Reports - available on request

Items arising from reports or additional information.

Chairman's report

Susie Orr has stepped down from the committee due to other commitments, but will continue to support Dennis with membership.

Accommodation list: Clare only had one place name from Keith but it is thought that Donna Weymouth held a database of accommodation when she was activity organiser

Action: Richard to contact Donna re database.

Treasurers Report

Andy provided a list of deposits but he has issued one cheque to Rob that has yet to be accounted for as the backup was not provided.. It was noted that we have paid out significant amounts for future weekends but the individual cheques from members for these weekends have not been cashed. Committee agreed to change the finance rules to state that all cheques must be cashed ASAP.

It was noted that a number of organisers had requested cheques made payable to themselves. This makes auditing difficult, where possible all money should go through the club and should not be paid out by the activity organiser. To provide back up for an audit all trips organisers should submit an Income and Expenditure form even if all payments were cash.

The Committee agreed that the Treasure should not issue any cheques without the correct backup.

Action: Andy to create a cheque request form.

Action: Carrie to update the finance rules and to make sure committee members not at the meeting are fully aware of the changes.

Communications

Item 4- Instructions on how to use the forum are required, at the moment only a small amount of members are using it, but as access is not restricted non members could sign up for it. Policing of the forum is required and incorrect information should be deleted.

Action Phil will take responsibly for the forum, to be moderator and to look into restricting access.

Item 5- Mark Van Rossum is still helping Liz with the website, it doesn't matter that he is not a member.

Item 6- Liz has had a request for a classified section on the email; the committee agreed that the place for this is the forum.

Item 7 Richard did not receive the information on the Radio Bristol feature; He will look for email and action.

Item 8&9 - Contact numbers should only be put on the web if activity organiser is happy. Clare is getting loads of spam email.

Action: Phil and Liz will look at the @AOAC emails.

Activity Report

First "how to organise" meeting will be in December on new members night as a large number of current members also attend the club then. Meeting will take place at 8.30. Clare is producing a chapter and verse on how to organise an event for this meeting. There was a how to organise and event list produced by Chris Hunt when he was on the committee.

Action Clare to get copy of this list.

It was noted that most of the weekends are breaking even, however the last two new member weekends did not. Activity organisers should plan to break even; this will be explained as part of the How to Organise process (see above).

Development Report

Actions: Issie will write to members who attended the first aid course to encourage them to organise an event.

Issie has done research on adverts, University of Bristol and Venue

Action- Issie will send them out to the committee. Issie is trying to get the free advert changed on venue.

Action Phil will look at the Venue site to reply to people who are adverting for people to do outdoor events.

2) Clarification of how committee job shares should work and their voting rights.

Richard had spoken to previous Committee members to see what has happened in the past. A couple thought that each post has one vote but both counted toward the quorum. After reading of the constitution it was agreed that each post carries one vote and contributed once towards the quorum, This is not clear from the constitution and will be clarified at the AGM. The Secretary should make the quorum clear at the start of each meeting.

3). Review of progress of the training policy

Clare and Paul have had a meeting to discuss this, guidelines have been written and will be circulated, these were read out to the meeting but discussion has been deferred until the committee can see the policy in writing.

Actions Paul to circulate the training guidelines, Carrie to make sure this is first item at the next meeting.

4) Distribution of membership list.

This was sent out to the committee and the ski organiser last week. It was agreed that the full membership list should only go to the committee and activity organisers should contact Andy to confirm membership. The Ski Committee will get a reduced list, showing name and membership number only.

The Committee should note that this is a confidential document and should not be for personal use.

5) Actions from Previous meeting.

All actions cleared apart from:

Use, storage and access of equipment

ACTION: Liz to update website with info re contacting Phil.

Clare has all maps and will collate a list so event organisers can be notified of ones suited to their trips.

ACTION: Dennis to ask Sophie to buy equipment.

Caving Training

ACTION: Natalie to sort out new cost for trips. She will put forward a proposal for payment of an amount of her caving group membership cost.

6) AOB.

Kayaks

There was a Paddling meeting last week where a design of trailer was agreed. It will carry 6 boats. As there are additional paddlers in the club, new kayaks are required earlier than originally stated (March 08). The club has 6 to 8 white water spec, but these are 4-5 years old. Potential spend of £4000 for 6 boats. This would include all associated equipment including additional Paddles. The Committee agreed that 6 Kayaks could be purchased up to the value of £4000.

It is thought that the new boats will fit into the existing containers but it would be useful to put the trailer in a container. This would allow the boats to stay on the trailer.

Action: Andy to look into the price of a new Container.

It was noted that currently the kit is not insured

Action: Richard will contract the insurance company to see if insurance is possible. Dennis will get details of the BCU insurance Scheme.

Advertising of other club activities,

Clifton Sub Aqua, want to put adverts on the board, The committee are happy for this to happen, by email, web site and board, however we want them to advertise us in return.

Club t-shirts, It was agreed that they are a good idea. Do we want to take orders or buy a number of different sizes and colours upfront?

Action: Richard will talk to Ski Organisers to see how they are sourcing their T-shirts

Date of next meeting. 16th January 8pm Renatos