

AOAC Committee Meeting 25th July 07

Attendees: Richard Hiscoke, Andy Lock, Clare Gundry, Dave Murdoch, Issie Donovan, Paul Thomas, Carrie Stone

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| 1) Apologies- Susie Orr, Dennis Standsfield, Rob Giles, Phil Webster. | |
| 2) Correct to Minutes of Previous meeting, DM submitting details for the Trailer Referred to Dave Morgan not Dave Murdoch. It should be made clear that Rob Giles Agreed that Dave Murdoch should organise the Easter trip to Ireland. | |
| 3) Paul Thomas to join the committee as Policy Officer, Chris Hunt confirmed via email that he would prefer to be an activity organiser | |

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| <p>4) Review of Business Cases</p> <p>4.1 Mini Bus</p> <p>Thanks to Andy lock for Submitting this business Case. It was agreed that we need to establish demand before the committee considered the large capital expenditure. Hiring a mini bus 10 times a year is potentially cheaper. CG stated how difficult it was to get people to car share. CG has checked out non-commercial hiring of mini buses from the Museum or local school. Any one employed by the Lea should be able to hire these.</p> <p>CG to get more details on this. CS to look at commercial hiring deals. The option of using a mini bus will need to be advertised to get people to use it.</p> <p>4.2 Trailer</p> <p>Thanks to Phil Webster for submitting this. It is a replacement for one stolen last year. Business Case highlighted that under new Star awards open canoe experience is required therefore the club needs to be able to transport Canadian Canoes. Keith Chant disused the details with the committee. It is proposed to have a Bespoke Trailer as Smaller with and easier to tow. Trailer is to have locking tow bar, brake and twin axial to be able to be loaded without being attached to the car. Keith stated that the trailer could also be used to carry Bikes. Committee voted in Favour of this proposal. KC and PW to get detailed quote up to £4000. This will be approved by two of treasurer, sectary, and Chair.</p> <p>4.3Adventure racing proposal</p> <p>a) Compass- Proposal for 10 Compasses for walking and adventure racing. Paul Thomas has already bought 4 for Navigation course. Adventure racing asking for 10 additional. It was agreed for Sophie to buy the 10 compasses. Paul Thomas to talk to Sophie about the £10 compasses that he bought. If these are not suitable Sophie can buy the ones she has suggested at £20 each</p> <p>b) Maps- various when required to encourage members to lead walks. Digital maps were discussed, Issie will look into this. It was felt that it would be difficult without a club computer and A3 printer. AOAC now has 10% discount at Stanford's. Proposed that the club buys 5 maps for each walking weekend if the club does not already own them. Clare will get the list from Phil and let the weekend organisers know. It is proposed that this is covered by the cost of the trip. Clare is pulling together a weekend organisers brief that will include details on maps.</p> <p>c) Bike Maintenance- Mountain bikes have not been serviced. Discussion on weather this should be done by club members or a Bike shop. It was agreed that as the bikes had not been serviced for a while, they should be taken to a bike shop to be serviced. Once this is done the club will need to advertise that they are available for hire.</p> <p>d) Climbing and Abseiling have a go sessions- Committee discussed the hiring of instructors for a have a go session. This should be treated as a normal activity so members would be charged to attend the session.</p> | <p>CH CS</p> <p>KC & PW</p> <p>PT & S</p> <p>CG & PW</p> |
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| <p>5) Club funding for training</p> <p>Andy Locke submitted a proposal for funding fro training course from Day skipper to Yacht master.</p> <p>Day Skipper is the qualification to charter a yacht but for Ireland or France trips Yacht master is required. A number of people in the club are already day skipper and have the theory for yacht master. Richards stated that it has been suggested that it would be more cost effective to charter a Yacht and an instructor to get a few members qualified at the same time. Constitution states that the club can fund training up to 50% but it is not clear how this should be dine in practice. The last example was for caving with 25% paid up front and 25% paid a year later. Constitution states that the application must take place before the curse begins so Andy Application is not Valid. Discussion took place on the lack of training policy. A Set of rules is required to allow us to evaluate the training and calculate how the 50% will be funded. Paul Thomas as Policy officer will look at this, this will be in additional to the constitution and does not require an EGM.</p> | <p>PT</p> |
| <p>6) Treasurers Report- See attached: Total Balance £26,649. Outstanding income forms, Canadian Canoe weekend, New members Weekend, Redcliffe Caves.</p> | |
| <p>7) Website</p> <ul style="list-style-type: none"> a) Equipment List- The committee has not seen an Equipment list. PW to Circulate ASAP. This will be put on the web when available b) Email address for committee, All Committee now have AOAC email address's these will be out on the web. Thanks to Liz for creating these. c) Information tab has been created for the web site, Information such as new members and how to organise an activity will be posted here. Issie ill create a standard business case template that can be shown on the info page for members to submit Capital Expenditure proposals. | <p>PW</p> <p>ID</p> |
| <p>8)Purchase of prizes for Ski Trip, Committee decided that these should be covered from the price of the trip and not separately by the club.</p> | |

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| <p>9) Club Funding for additional items on the club weekend. Committee agreed that this should be funded by the Trip price and should aim for breakeven. Clare Gunry raised the issue of expenses for activity organisers checking out new club weekend.</p> <p>From Constitution <i>All Committee posts are</i></p> <p>, Committee agreed that this could be applied to the above type of expensive assuming reasonable expenses and backed up by receipts. This would be agreed by 2 of the three officers of the club per trip in advance.</p> | |
| <p>10) Trip payments by electronic transfer. It is not possible to pay from the bank account electronically due to the two-person authorisation issue. Currently we cannot accept payments electronically as the club only gets monthly statements so can only confirm payments once a month. Andy to investigate if it is possible to view the account online</p> | AL |
| <p>11) Insurance- Protection of Vulnerable Adults- Insurance has been renewed fro this year up to 500 members. They have required our policy on Vulnerable adults within 3 months to be able to evaluate the risk next year. Currently we do not have a policy, Richard will liase with a college to create the outline for a policy</p> | RH |
| <p>12) Club Discounts.</p> <p>Richard has agreed 10% discount at Standfords, Shop and telephone purchases only. Standard will provide a link to be sent to the members on email. Richard will draw up a standard discount agreement letter for other committee members to use. Richard will look at Bike shop discounts.</p> <p>Stand fords have asked is AOAC would be interested in a Christmas discount evening; this will be arranged in Nov or Dec.</p> | RH |
| <p>13) Publicity</p> <p>Venue- Issie is trying to get the listing changed. Issie has got some quotes for poster design But committee felt club should be involved in new logo. Clare to organise a logo competition. Club will provide 2 ball tickets as a prize. (Payment to ball committee)</p> <p>Feedback forms were crated by issue but not taken to the last new members weekend. Issie to send forms to Clare to pass on to weekend organisers to try and get completed</p> | <p>CH</p> <p>ID & CG</p> |

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| <p>14) Mini bus hire for sennon.</p> <p>This will be a good opportunity for hiring a bus. We need several volunteers to drive. Dave Murdock volunteered but will be retuning on the Tuesday. Liz will include a request for volunteers in the email.</p> | <p>LC</p> |
| <p>15) No shows and behaviour on club trips.</p> <p>There has been a number of no shows on recent trips, where they has been a reserve list, Emails should be sent to no show members asking for more consideration to other members in the future</p> | <p>CG</p> |
| <p>There has been a complaint from a weekend organiser about the behaviour of a couple of members. The committee felt that if this happens in the future a letter should be sent to the members concerned, drawing attention to the constitution Richard would draw up a draft letter that would be sent by the chair on behalf of the committee. It was felt that as the above issue took place in June it is too late to send letters in this case. Activity organisers need to flag issues with Clare or Richard ASAP after the event.</p> | <p>RH</p> |
| <p>16) Review of actions from the last meeting</p> <p>Outstanding actions</p> <p>Liz to provide a list of members that took that last First aid course</p> <p>Clare to get Accommodation details from KC</p> <p>Welding to take place on the stores, PW to Liase with AL</p> <p>All other actions completed, Thanks to Clare and Andy for the new board. Donation of £20 to be sent to the school</p> | <p>LC</p> <p>CG</p> <p>AL &PW</p> |
| <p>17) AOB</p> <p>Sicily trip proposed fro second May Bank holiday, Sarah Green has volunteered to organise. Committee agreed.</p> <p>Clare will cover sectary position for Carrie in September and October.</p> | |
| <p>Carrie will send out AOAC ball update from Susie to the committee</p> | <p>CS</p> |
| <p>Suggestion for Meet and greeter at club nights. Volunteers from club members will be requested. Richard will draw up a request for volunteers</p> | <p>RH</p> |

DATE OF NEXT MEETING

Wednesday 22nd August 8pm at BED.

