

Avon Outdoor Activity Club

Committee Meeting 4th February 2008



Present: Richard Hiscoke, Clare Gundry, Dennis Stanfield, Liz Catchpole, Carrie Stone, Phil Webster.

Apologies: Andy Lock, Paul Thomas, Dave Murdoch, Issie Donovan, Rob Giles.

1.1 Review of Actions from Previous meeting

Ongoing Actions from November Committee meeting

- 1.1) **Action:** Richard to contact Donna re Accommodations Database - *Donna to provide Database*
- 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.*
- 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.*
- 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 contract the insurance company to see if insurance is possible. Dennis will get details of the BCU insurance Scheme. - *Dennis ongoing, Perkins Slade – see minutes*
- 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*

Actions from January Committee meeting.

- J.1) Clare will run the How To Organise meeting in March.
- J.2) Dave to review Ireland trip by the end of the month and cancel if further people are not interested – *Trip Cancelled*
- J.3) 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 - *ongoing*
- J.4) All to review training policy and feedback to Paul by the next meeting - *See minutes*
- J.5) AGM Date set for Monday 3rd March at 8pm.
Action: Carrie to book room at Llangogger Trow - *DONE*
- J.6) Richard to send changes by email for the committee to agree, if the next meeting is before the 4th, then we can finalise then, otherwise it must be confirmed by email – *See minutes*
Action: Carrie to create a form to go on the board for Proposal for next year committee - *Done*
- J.7) **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 - *Ongoing*

J.8) First Aid – Dave has been trying to contact two members to progress a further first aid course.
Action: Clare will help Dave contact relevant members - *Ongoing*

2.1 AGM

Agenda will be

Officer Reports
Chairman
Treasurer
Anyone else who wants to speak

Change of Membership date

Changes to the Constitution

Fees

- 1) Discussion of type of membership
- 2) Withdraw the classification of Distance membership making standard membership, unwaged and joint only
- 3) Rate for next year

Election of Committee

Discussion on Fees – Committee proposed £25, the increase is needed as more money is being spent in the year and we have an increased amount of training. Clare proposed getting rid of the reduced rate. And proposed membership fee of £25 – anyone who joins 3months prior to the year-end gets the next full year too.

We do have some have honorary membership so will keep this but we don't have trial membership.

Distant is same as unwaged. Should distance be 100 miles? This will be raised at the AGM.

3.1 Changes to the constitution.

They will be read out at the AGM and put on the website and board.

Discussion on various aspects of the constitution that are shown in Richard's constitution tracking document. Discussion also on membership number and if the system used is changed it would make things a lot easier for the Membership Secretary. Suggestion for numbers or letter at the start, which shows the membership year. After discussion on the expenses line of the constitution the committee stated that activity organisers should not normally get free places on trips. Any reimbursement of expenses to be brought before the committee.

4.1 Training

Keith Chant requested that the club cover the costs of a refresher on a BCU approved White Water Safety and Resource Course. This will also provide evidence to the BCU of his CPD as a Coach, and help retain his Coach qualification.

Course £86

Accommodation £24

River Access on Tyweryn £14 (if charged)

Transport to North Wales £25 (approx)

Total £149

This request was tested against the draft Training Policy. The club will not pay for accommodation and travel but can pay for the rest. The policy states usually 50% or up to a maximum of £250. Clare stated that this was not how they meant the policy to be read, as the maximum pay out should be £250. The committee agreed that Keith could be reimbursed based on receipts for £105 of the course fees and river access.

There are already a number of trips organised by Keith in the calendar.

Keith also requested DVDs and books for training purposes. It was felt that until a training programme is in place it is unclear what is required. Guidebooks for the rivers could be bought.

Action - Carrie to revise and circulate Training Policy.

4. AOB

4.1) Equipment

A review of the ice axes and crampons in the Store revealed that there were only 5 useable pairs, and there was also 4 left feet crampons (right feet missing).

Rob requested 15 pairs to be brought for Scotland trip as he had already stated the equipment was included in the price of the trip. 15 pairs at £50 a pair would be £750. The committee felt this was a lot to provide, as the crampons in the store had not been used for 2 years. Could these be hired instead? There are a number of people on the trip who have their own and other people in the club that could lend them. The committee authorised Rob to buy 5 pairs for the trip.

Store lights - Rechargeable tubes in Woolworths £15 per light; two will be bought to light the club store.

Generator was talked about along time ago. To do more work on the store we will need a generator. Can we hire one? To buy one would be more difficult we would have to store fuel. We will hire a generator as required to do the work.

4.2) Insurance response from Perkins slade. See Below

1. Wakeboarding can be added onto the policy at no additional cost. I can add this on effective the 21/11/2007 when you initially enquired about adding it on.

2. In relation to your query pertaining to sailing, what Endorsement 2 refers to is that in the event where a Third Party provides an activity i.e. a cruise etc. the third party providers' insurance will indemnify the members of your club. (we would expect them to have their own insurance in place). Where one of the qualified skippers who are also members of your club, take other members out then the clubs insurance will provide cover for all the members, as it is a recognised club activity.

3. You also asked whether joint activities with members of another club would be covered. If there happened to be a loss, then the respective insurances' of the two clubs would cover their members'.

4. Taster sessions are covered under your existing insurance. Perspective members are allowed 3 sessions, after the third session we ask that the individuals to join the club full time. It helps with your clubs membership as well.
What we ask for you to do is to take the name and address of the participant.

5. Finally you asked for cover for your canoeing kit. We can do a separate policy to cover this equipment against theft, fire, malicious damage only whilst its in storage. To obtain a quote kindly complete the attached proposal form.

Insurance form for Kayaking passed over to Phil. It was agreed that Taster or Trial Membership will not be offered, as it will be difficult to keep track of and is not required as the club has a large number of new members without this option.

4.3) Committee next year

Clare, Richard and Liz want to stand; Phil will stand unless anyone else wants the position.

Action: Carrie will put up the list on the board and get Proposers for Clare, Richard and Liz.

Date of next meeting: AGM: 3rd March 2008.

Document comparison by Workshare Professional on 21 February 2008
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