

Avon Outdoor Activity Club

Committee Meeting 17 September 2008

Present: Richard Hiscoke, Paul Thomas, Melissa Bates, Dave Murdoch, Liz Catchpole,

Apologies: Fiona Reid, Michelle Anderson, Issie Donovan, Clare Gundry, Carrie Stone, Phil Webster

1. Review of Actions from Previous meetings

1.1 Completed Actions

Accommodations Database – RH now has this – *Done*

Publicity – Richard getting information from Radio Bristol for an AOAC feature – *Item so old, item to be scrapped*

T-shirts – RH to request samples and provide text for advertising on email and board – *Done – orders being taken*

Training policy – PT to email updated policy to LC for website – *Done*

Events – Fact that non members may not use club equipment to be added to advice on “how to organise an event” – *Done*

Treasurer – MB has found a temporary treasurer (Karen Ross) for the first four months of 2009 – *Done*

Christmas Party – CG to book South Bank Centre for 13th December – *Done*

1.2 Ongoing Actions

Treasury – MB to speak to CG about anomaly on Croyde account – *Done, but issue still to be resolved – MB now has additional Accounting files from CG*

First aid – Dougal Matthews to buy 6 small first aid kits, 4 big ones and 6 survival bags. DM to laminate cards for each kit setting out what they should contain and be responsible for replenishing kits. Dave Morgan to organise 1 day first aid course as before and to bring list of providers and costings to next committee meeting – *Ongoing*

Store security – use new form of words to describe store on website. LC to contact Keith to establish which wording needs amending – *Ongoing*

Membership – Issie will send research on adverts out to the committee. Clare is going to attempt to get the free advert changed in Venue – *Ongoing*

Equipment – Keith Chant to bring updated proposal for new kayak equipment to next committee meeting following review of current equipment by PW – *Ongoing*

Insurance – RH to write summary guide to the insurance – *Ongoing*

Possible new venue for Weds night pub meet – Committee to discuss – *Ongoing*

2. Summary of New Actions to Be Taken Agreed at September Committee Meeting

First Aid – MB to contact Dougal Matthews authorising him to buy first aid kits as agreed at August meeting.

Guest attendance for Brunel Walkers – RH to feedback to Brunel Walkers that they can join the Club like any other new member if they wish to take part in cycling or mountain biking.

18-30 weekend – Committee to debate this at next meeting and LC to follow up with CG about procedures for adding calendar items.

Baltic Wharf Sailing Club affiliated membership – PT to proceed to negotiate with BWSC and get quotes for boats and any relevant other costs – to present to next Committee. PT to email LC with item canvassing support for weekly newsletter.

Training application – RH to inform Rachel Dunn her application was approved.

Vulnerable Adults Policy – PT to provide brief bullet points to explain situation to add to Club website.

Draft Health & Safety Policy – DM to forward BEC contact details to PT. RH to feedback comments to PT. Other committee members to read draft H&S policy and feedback comments to PT before next meeting.

Flying gazebo – PT to suggest potential tent repair shops to Emma Clements.

Membership – Committee member(s) to be present at New Members Night in October. LC to email all events organisers who are running events in October to ask them to have spare Membership Application forms handy, so that people can rejoin the Club if they haven't already done so.

3. Issues for discussion

3.1 18-30 weekend scheduled for March 2009. Unable to debate this issue fully as CG (who raised the issue) was not present. PT said he had received some complaints from members that the Club was potentially discriminating against people over 30 by running this event. DM said that he thought events like this were vital to encourage younger members to take part in activities, which relatively few of them do at the moment. It was pointed out that this weekend had been agreed in principle at a previous committee meeting.

Action: needs more debate, Committee to discuss this at next meeting and LC to follow up with CG about procedures for adding calendar items.

3.2 Should the Club seek affiliated membership of Baltic Wharf Sailing Club?

PT presented the case for seeking affiliated membership of BWSC. In summary, benefits include a great city centre location, easily accessible; safe and secure storage; river is not tidal; BWSC has regular racing events; members would have access to Bristol Sailing School and the safety boat; affiliated membership should encourage more AOAC members to participate in sailing.

PT proposed the Club purchases 2 Lasers and a Day Boat; other costs would include membership fees, storage, insurance, maintenance and boat licences. Some costs could be recovered by charging Club members to use the boats.

Committee agreed this seems like a good use of Club funds and approved PT getting more information and detailed costings.

Action: PT to proceed to negotiate with BWSC and get quotes for boats and any other relevant costs – to present to next Committee. PT to email LC with news item canvassing support to put in weekly newsletter.

3.3 Training applications. 2 training applications were reviewed and approved: one from Rachel Dunn for Yachtmaster Theory (50% of cost of course, to be paid in instalments); one from Richard Hiscoke for RYA Day Skipper (50% of cost of course, to be paid in instalments).

Action: RH to inform Rachel her application was approved.

3.4 Vulnerable Adults Policy (VAP). PT has done extensive research into existing VAPs for other clubs/organisations as well as contacting the Health & Safety Executive and the Club's insurers. He has decided that there is no need for the Club to have a VAP as we do not provide specialist services to VAPs and our Health & Safety Policy (see item 3.5 below) should cover all eventualities.

Action: PT to provide brief bullet points to explain situation to add to Club website.

3.5 Draft Health & Safety Policy. PT circulated the draft policy ahead of the committee meeting. RH said he had some comments on it. DM said the Brighton Explorers Club has someone with professional experience in writing H&S policies. PT said the H&S policy should have an emphasis on risk assessment and the need to record/report incidents.

Action: DM to forward BEC contact details to PT. RH to feedback comments to PT. Other committee members to read draft H&S policy and feedback comments to PT before next meeting.

3.6 Flying gazebo. DM reported that at Sennen the Club gazebo had broken by flying through the air in high winds and landing on Emma Clements' tent, ripping the flysheet. Gazebo was subsequently binned. Committee agreed to fund the cost of repairing the flysheet.

Action: PT to suggest potential tent repair shops to Emma Clement.

3.7 Getting a wider base of organisers. DM suggested that the base of activity organisers was getting smaller and that more needs to be done to encourage members to organise activities. RH said that while some long-established members had stopped organising events, newer ones had started (eg Simon and Max's sailing trips). Committee agreed there is an ongoing need to encourage more organisers. PT suggested using weekly email to ask for organisers for specific events (eg, a weekend in the Lakes in March). DM suggested holding a brief meeting in the pub on New Members Night (which seem to be the most popular pub nights) at 10pm to encourage people to step forward. DM also said the Club needs to reward regular organisers more - perhaps by paying for their attendance at events once they have organised a certain number.

4. Monthly Reports/Updates

Treasury – MB reported that she has found a temporary treasurer to cover the time she is away early 2009. She also provided the latest Accounts – nothing unusual to report.

Membership – MA emailed to request Committee help at the October New Members Night as ID will be away. MA is also gaining access to the PO Box to process the new membership applications that are starting to come in.

Action: Committee member(s) to be present at New Members Night in October. LC to email all events organisers who are running events in October to ask them to have spare Membership Application forms handy, so that people can rejoin the Club there and then if they haven't already done so by post.

4. AOB

None.