

Avon Outdoor Activity Club

Committee Meeting 19 March 2008

Present: Richard Hiscoke, Clare Gundry, Dennis Stanfield, Liz Catchpole, Michelle Anderson, Melissa Bates, Phil Webster, Paul Thomas, Dave Murdoch.

Apologies: Carrie Stone, Issie Donovan, Rob Giles.

1. Review of Actions from Previous meeting

1.1 Ongoing Actions from February Committee meeting

Accommodations Database - Action: Karl Rust was sending this to Clare although Clare had not received it by March committee meeting. *Ongoing*

Finance Rules - 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 and changes have been sent to Liz for the website.*

Publicity - Action: Richard getting information from Radio Bristol for an AOAC feature - *Ongoing*

Membership - Actions: Issie will write to members who attended the first aid course to encourage them to organise an event - *Ongoing*

Issie will send research on adverts out to the committee. Issie is trying to get the free advert changed in Venue - *Ongoing*

Equipment - Action: Dennis to ask Sophie to buy equipment cycling equipment. *Phil has taken this over. Ongoing*

Trips - Actions: 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*. Richard is liaising with insurance company. *Ongoing*

Clare to organize How to Organise meeting in May – Clare felt this was not necessary at present as there are currently enough people organizing events. Advice on how to organize is on the website and included in emails and the magazine.

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

1.2 New Actions from March Committee meeting

2.1 From Development Officer's Report

- ask members via email if anyone would like to organize anything for this year.
- info about first aid officer role to go on website, in email and magazine.
- Paul to draft policy re non-members on club trips to go on website.

6. AOB

6.1 Angling - Clare to send a response from Committee and Liz to include in email to members to see if anyone is interested.

6.2 Update on membership – info to go in magazine, email and website.

2. Committee Reports and Handover

2.1 Development Officer's Report

- Annual updates - The Committee page on the website needs updating with photos of new members.
- Links to other clubs – Dave is contacting other clubs with a view to setting up reciprocal links between our website and theirs. Suggestions of additional clubs that may be interested were Equinox, Portishead Sailing Club, Durleigh Sailing Club.
- Monthly new members' night – The new members' night at the beginning of March was poorly attended by Committee members, leaving very few people to speak to potential new members. Dave suggested moving the start from 8 to 8.30pm and asked Michelle what support she and Izzie would like from the rest of the Committee. Michelle said she would like new members to get their membership forms off the website. A number of "introducers" have volunteered to help on new members' nights and other nights and they will have laminated badges so that new members can see who they are.
- Aims and Objectives for 2008/09
 - Do we want a major social event such as a ball or barn dance in the autumn? Committee members thought it would be good to have something more accessible than a ball as the club had one in 2007. **Action - ask members via email if anyone would like to organize anything for this year.**
 - Training – the updated training policy is on the website and has been publicized in both the weekly email and the magazine. It is also flagged under "news" on the website.
 - Broaden the base of members who organize trips - There are currently plenty of people organizing events and there is a range available. Advice on how to organize is on the website and included in emails and the magazine.
 - First Aid - The club held a First Aid course in October 2007 and will aim to hold at least one, if not two, every year. Dave suggested there should be a First Aid Officer in the club to organise courses and as succession planning for a possible future committee member. This was agreed. **Action – info about role to go on website, in email and magazine.**
- Including non-members on club trips

There was a discussion on whether or not non-club members could be included on club trips if this did not exclude a club member from attending. In the past it was decided for risk management purposes to only include club members. Our insurance has leeway to include non-members on two events but this is too difficult to administrate. The consensus was that non-members could attend social events such as pub crawls (although this would not be advertised) but not active events where insurance becomes an issue. **Action – PT to draft policy to go on website.**

2.2 Equipment Officer's Report

- **Beginners' kayak training**

A programme of beginners' kayak training has been scheduled starting in May. Potentially could run seven, with each costing £20. Following on from the taster sessions, members can opt for a further two sessions to allow them to train & take there BCU 1 Star. For these sessions they must carry their own boats. For those that have already done their 1 Star & above, there will be general practice \ training (depending on instructors) every Monday at Saltford – Again members will have to collect their own kit or find a friend who can.

- **Store Work**

Two dates have been scheduled in for Store Work. Equipment audit and repairs on Saturday 29 March. Store DIY day (mainly to improve the venting to allow kit to dry) Saturday 5 April.

3. Purchase of new Canoe Trailer Container

We have a new trailer arriving soon, as well as 6 new boats in the store. To be able to store it “ready to go” (i.e. boats and paddles left loaded) we need a container to house it. This was discussed at the previous committee meeting and full costs required. The Committee agreed to;

- the quote of about £3000 for the supply and delivery of a container including VAT.
- spend £347 including VAT on purchasing two removable aluminium light-weight ramps for the container
- to spend the requested amounts on bolts for the store, two sets of canoe straps, a pack of rubber bungs to replace the missing ones, the means to number boats for easy identification and quick-change number plates and a type pump with gauge for the trailer.

4. AGM Notification to Members

There was a discussion about the fact that only five percent of club members attended the AGM and whether more needs to be done next year to inform members about what issues will be discussed and decided and how it affects them. The AGM was publicized but it Committee members felt that members had perhaps not realized the detail of what would be discussed. It was decided to discuss this at next January's Committee meeting when we plan for the next AGM.

5. Committee Meeting Protocol

Committee members discussed the protocol of meetings deciding that:

- Meetings will continue to be held at Renatos for the time being in absence of a better venue.
- They will be held at 8pm on the third Wednesday of the month unless for some reason a particular meeting needs to be rescheduled.
- There should be a curfew on meetings, with us aiming to finish by 9.30pm.
- Reports should be sent to members by the Monday before each meeting.

- The agenda should prioritise items and mark whether they are there for discussion or a decision is needed.

6. AOB

6.1 Angling

Someone has written to the club asking if any members are interested in angling and offering their businesses' services. **Action – Clare to send a response from Committee and Liz to include in email to members to see if anyone is interested.**

6.2 Update to members re membership

Members need to be reminded to update their details if they have changed. In addition, they also need to be updated on the extension to the membership term. **Action – info to go in magazine, email and website.**

6.3 Use of club membership list

Dave told the Committee that he had been told that rumours are circulating amongst members that he has in the past used his position on the Committee to access members' personal details and contact them inappropriately. Dave stated that this is not the case and would like to know the origins of the rumours. Committee members thanked him for raising the issue and suggested they think of ways to tackle unsubstantiated rumours.