

# Avon Outdoor Activity Club

## Committee Meeting 20 August 2008

Present: Melissa Bates, Fiona Reid, Dave Murdoch, Liz Catchpole, Clare Gundry, Carrie Stone, Phil Webster

Apologies: Richard Hiscoke, Paul Thomas, Michelle Anderson, Issie Donovan,

### 1. Review of Actions from Previous meeting

#### 1.1 Ongoing Actions

**Accommodations Database** - Karl Rust was sending this to Clare although Clare had not received it by August committee meeting however she had received a paper copy from another source. *Ongoing.*

**Publicity** - Richard getting information from Radio Bristol for an AOAC feature – *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*

**Trips** - Natalie has proposed caving trips up until Christmas. – *Done.*

Thank you event for organizers – *Done.*

**T-shirts** – RH to request samples and provide text for advertising on email and board - *Ongoing.*

**Training policy** – PT to email updated policy to LC for website – *Ongoing.*

**Treasury** - MB to speak to CG about anomaly on Croyde account – *Ongoing.*

#### 1.2 New Actions from August Committee meeting

**First aid** – DM 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. DM to organise 1 day first aid course as before. Bring list of providers and costings back to next committee meeting.

**Store security** – use new form of words to describe store.

**Events** – Fact that non members may not use club equipment to be added to advice on “how to organise an event”. Decision to run smaller events next summer.

**Treasurer** – ask via weekly email if anyone would like to be treasurer for the first four months of 2009.

**Equipment** – bring updated proposal for new kayak equipment to next committee meeting following review of current equipment.

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

### 2. Issues for discussion

**Christmas Party** – Following feedback from members that they wanted to try a different venue for the Christmas party, CG has approached alternatives. Holy Cross in Southville

can accommodate us on the 13<sup>th</sup> December (150 people) or the 20<sup>th</sup> December (100 people). Decision taken to change venue and book for 13<sup>th</sup> December

**Action – CG to book venue for 13<sup>th</sup> December. All to email CG or CS with ideas for theme.**

**Possibility of new put meeting spot for Wednesday nights** – CG has spoken to the South Bank which has a separate room which the Club could have free every Weds. They would also be willing to buy a barrel of any beer we liked.

**Action – bring forward to next agenda. Look at having a committee meeting there to check it out.**

**Plans for first aid** – Dave Morgan and Dougal Matthews set out ideas to promote first aid and safety on all club trips. Principle that all members who take part in trips should carry their own basic first aid packs.

**Action – DM 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. DM to organise 1 day first aid course as before. Bring list of providers and costings back to next committee meeting.**

**Store security** – Keith Chant is concerned that store security may be compromised because too much detail on its location is available in the quarterly Magazine and possibly on the Web.

**Action – Use this form of words for guidance to the store:**

**“The Club store is located near Muller Road, Eastville, Junction 2 - M32 Eastville. Anyone who has not been to the store before and wants precise directions can be directed to:**

**Keith Chant**

**Phil Webster”**

**People using equipment who are not members** – this is unacceptable as our insurance policy will not cover them. This may therefore not happen.

**Action – Add this to advice on “how to organise an event”.**

**Guest attendance for Brunel Walkers** – Committee members discussed whether Brunel Walkers should be able to come along to AOAC events. Members decided they shouldn't have any special rights but can either come along to a day event to try it out or join like all other members.

**Guest policy for barn dance** – Yes, guests (non-members) should be allowed to come along – one per member.

**Vulnerable adults policy** – held over until next meeting as PT not present.

### **3. Monthly Reports/Updates**

**Equipment** – Keith Chant put in proposal for more white water kit to replace old and ensure that all kayaks will be operational. Total cost of proposal was £768. Committee discussed and decided there was a need to review current equipment before agreeing.

**Action – bring updated report to next committee meeting.**

**Activities** – A number of summer events have run unfilled.

**Action – run smaller events next summer.**

**Treasury** – MB is going on a sabbatical for four months at the start of 2009 (lucky thing). We therefore need a replacement treasurer for the time she is away.

**Action – put info in the weekly email to see if anybody is interested.**

#### **Chairman's Report**

Insurance - Additional premium has been requested to cover increase in numbers.

Perkins Slade is supplying quote for increasing cover from £5m to £10m.

Perkins Slade has supplied a further Vulnerable Adults Policy questionnaire, but haven't yet confirmed whether cover would be reinstated if we completed and return the questionnaire together with a copy of our policy (once developed).

**Action – RH to write summary guide to the insurance.**

### **4. AOB**

None.