

AOAC Committee Minutes – 21st December 2011 at Hole in the Wall



In attendance: Richard Simms, Mel Bates, Maurice Houkes (MHk), Dave Murdoch, Jon Maddicott, Esmie Player, Kat James, Elin Jones, Matt Hughes (MHs).

Also present for items 1-3: Keith Chant, Mark Athay and Ali Hobbs.

	Item	Action	Date
1.	<p>Apologies</p> <p>Richard Hiscoke, Ajit Vesud, Helen Grimston</p>		
2a.	<p>Kayak funding requests - Keith Chant & Mark Athay</p> <p>The kayaking coordinators have approached the committee for more funding in respect of various items of kayaking equipment and a trailer. They propose to sell old kayaks that are never used in order to make space and create some funding to buy more up to date equipment. Further funding would be required by the club. They propose to buy 4 new kayaks, together with other items such as spray decks, airbags, paddles, helmets and shoes totalling approx £3k. The committee discussed that £7,747 has been spent on funding kayaking activities already this year, including courses and equipment and that further funding should not be agreed at this stage without further discussion. There was discussion as to whether the club should increase kayak course fees in order to subsidise the purchase of further equipment. AOAC course fees are significantly lower than equivalent courses elsewhere at present. The committee also discussed that there is significant expenditure needed elsewhere in the club at present. MHGs suggested a 3 year proposal is put into place with regard to kayaking. A small group are to meet up and discuss further to include RS, MB, KJ and DM. In the meantime, the committee approved the purchase of some of the smaller items to include 3 paddles and 2 helmets.</p>	<p>RS, MB, KJ and DM</p>	
2b.	<p>Kayak Trailer</p> <p>The kayaking coordinators and committee discussed that there are current difficulties transporting larger boats e.g. touring boats and sea kayaks, and therefore propose that the club purchase a second trailer to accommodate these at a further cost of approx £3k. This will enhance / encourage further sea kayaking in the club. Questions were raised such as the availability of people to tow and whether hiring boats instead would be an option. KC said that he requires a quick decision so that he can plan 2012 trips.</p> <p>Again, to be discussed in a further meeting as above.</p>	<p>As above</p>	

	Item	Action	Date
2c.	<p>Towing allowance</p> <p>The kayaking coordinators also propose a tow bar allowance of £200 given to members to enable them to add a tow bar to their car to increase the numbers of members available to tow the kayak trailer to events / activities. The committee all in favour with the proviso that members must actually tow the equipment several times for an AOAC activity before recouping the costs. To carry forward.</p>		
2d.	<p>Roof rack</p> <p>The kayak coordinators also propose that the club purchase several pairs of roof rack upright bars for carrying kayaks at a total cost of £132. This will increase the capacity for people to carry kayaks on top of their cars. The current set has lasted 20 years. Committee approved.</p>	KC	
2e.	<p>Open canoe storage</p> <p>Further to the above, the open canoes are large and are difficult to transport. Therefore the kayak coordinators and instructors struggle to gain experience in these boats because of this. There is a possibility of storing these boats at Baltic Wharf for a small annual fee of £220. In order to break even we would require 8 sessions of 3 students paying £10 each. The committee discussed that they will in all likelihood be used more often once moved and that the club could run this on a trial basis for a year initially. Committee approved., Keith Chant to put AOAC on waiting list at Baltic Wharf.</p>	KC	
2f.	<p>Equipment Officers</p> <p>The kayak coordinators also proposed that equipment officers can use the equipment on a free of charge basis. Committee discussed and approved.</p>		
3.	<p>Spring Ball update – Ali Hobbs</p> <p>Ali has contacted her chosen charity GWAA who are delighted and will be attending and talking on the night. Abi Harrison is designing tickets. Ali is currently looking for raffle prize suggestions, and is receiving help with this from Ingrid Sales. Ali is still searching for a band for the event, a few options have fallen through however there are more possibilities in the pipeline. Ticket sales are going well overall. Max numbers are 180 for the venue. Overall, all going to plan.</p>		

	Item	Action	Date
4.	<p>Incorporation Update</p> <p>Further discussions were undertaken regarding incorporation of the club. All questions raised by the committee have now been answered, so at this stage, if we wish to proceed VWV can review and check our information from a legal stand point for £1,320 incl VAT. This will be incurred whether the club proceeds to incorporate or not. If incorporation is then voted for at the AGM, there will be a further £720 in costs incurred for the Articles of Association and Incorporation documents. Total costs are therefore in the region of £2k although this is a one off cost. Ongoing costs will be £600 per annum. The committee discussed whether it is necessary to incur costs prior to the AGM vote, but it was agreed that this is indeed necessary as the club must ensure that the facts are correct before being presented to the members. The costs incurred are significantly lower than that which would have been incurred without the help of RS and RH. The committee agreed to proceed. RS to discuss with RH. RH to instruct VWV to act.</p>	RH	
5.	<p>Sailing Events 2012</p> <p>There is a calender of events planned for 2012 which have been tweaked in light of recent activity. Broadly speaking there are 6 events planned for the year to include a training weekend in Plymouth, Scotland, Norfolk Broads, Pembrokeshire, Turkey and the Solent. Ongoing.</p>	MHks and MHGs.	
6.	<p>Sailing coordinator</p> <p>One of the sailing coordinators is not happy with recent events and has decided to withdraw from the club. The committee discussed that there have been issues surrounding this member in the past and that he has had problems with other members in the club on occasion. The committee felt that the matter should be laid to rest and that it may be best for all concerned that this member does not arrange future trips should he decide not to leave. No further action to be taken.</p>		

	Item	Action	Date
7.	<p>Finances / accounts</p> <p>MB carried out a brief overview. The bank balance currently stands at £22.2K. There are £3k in deposits committed at present. The Xmas party was a success and sold out. The Lake District New Year trip still has spaces remaining. Other trips are not causing any major concerns. The committee needs to review all forthcoming commitments over the next year as there will be significant outlay with incorporation, the new website etc and possible kayaking funding. MHGs to draft email to promote final Lake District places.</p>	Mhgs	
8.	<p>Sailing Policy</p> <p>Due to time constraints, to be reviewed at next meeting.</p>		
9.	<p>Code of Conduct Policy</p> <p>Due to time constraints, to be reviewed at next meeting.</p>		
10.	<p>Website Revamp Update</p> <p>Gavin, JM and Mhgs to work on front end of website. The plan is to trial Paypal, JM hopes to have something in place by January's meeting. Matt and Helen to split tasks between them. HG in charge of weekly email and MHGs looking after website. The old website is prone to failure so works needs to be carried out asap. JM, Gavin and Matt to continue discussions and meet again to discuss.</p>	JM, MHgs	
11.	<p>Trip Plans</p> <p>Easter 2012 – 30 places booked to Yorkshire, being arranged by Nic Reisner and Angela Galloway. June double BH – a possible MTB trip to Scotland. MHks to discuss with Phil Haile. Carrie Stone may be arranging a trip to Croyde for May 2012 BH. DM arranging Portland trip for March. Committee discussed whether there are enough trips on the calendar in 2012 – there are 26 events during the first 6 months of 2012 so concluded yes. No further action.</p>		

	Item	Action	Date
12.	<p>AGM 2012</p> <p>Suggested date – March 2012, however RS reminded committee that we must get the incorporation info out 6 weeks in advance, i.e. by the end January if this is the case. Possible venue suggestions were invited. The South bank Centre or YHA meeting rooms were amongst those suggested. The committee discussed the fact that there may be more attendees this year and / or we may need to offer an incentive for members to attend. A talk was suggested - Shaun Grey re trekking, Paul Colcombe re Nepal or MHGs re sailing? JM offered to give a presentation re the new website also.</p> <p>JM suggested that an electronic poll could be an option re the incorporation however RS feels that these votes may not count. RS asked whether committee have any motions they would like put forward other than incorporation. Possible suggestions are:</p> <ul style="list-style-type: none"> - An increase to membership fees – will fund website / incorporation in part. - Removal of couples membership. - Booking fee funding – how? - Priority booking to those on committee / organising trips. This would be for members to debate. - Honorary membership fees. <p>Further suggestions are welcomed.</p>		
13.	<p>AOB</p> <p>None</p>		
14.	<p>Date of next meeting</p> <p>18th January 2012</p>		

Review of actions outstanding from November 2011 (NB not reviewed at Dec 2011 meeting so some may have been completed)



	Item	Action	Date
2.	<p>Membership application / renewal</p> <p>Renewals online have gone well. The system currently requires two processes, an online process together with the postal requirement. EJ suggested simplifying the process. The new forms are now used, old ones are redundant. The online system requires that members must tick to agree T&C. RS raised the point that members could potentially challenge whether they have agreed T&C. EJ thinks there is little risk however committee to get RH input on this.</p>	RH	
3.	<p>Membership numbers</p> <p>Committee discussed whether a membership number should be obtained from all participants, especially new members, before attending an activity and whether a policy should be put into place.</p> <p>MHk reminded the committee that there is already a policy in place regarding non-members attending club trips.</p> <p>Committee agreed that checking membership numbers would be difficult to police for every event such as walking but would be easier for residential trips. Activity coordinators to encourage trip organisers to check membership numbers, otherwise no change to be made.</p>		
4	<p>Draft Code of Conduct</p> <p>EP has drafted new club code of conduct. Committee agreed content is good but requires condensing. There is some overlap with current policies. EP and RS to review and discuss important points and redraft for next months meeting.</p>	RS and EP	21/12/2011
5.	<p>Insurance - Package Holidays Exclusion</p> <p>The insurer wishes to include in the terms and conditions a clause excluding package holidays which fall under the Package Tours Regulations 1992. These include holidays where 2 services are provided. RS believes that this is standard practice and there is little room for further negotiation. The liability for the club should an issue</p>	RS	

	Item	Action	Date
	arise should be minimal. Committee agreed to progress with the insurance. RS to contact insurers and agree terms.		
6	<p>Incorporation update - consideration of Q&A</p> <p>Timescales for incorporation were discussed. Overview of incorporation given by RS, and discussion regarding the impact on committee members. Incorporation will require the need for a professional firm of accountants to carry out some duties. EP had obtained a reasonable quote. Committee agreed that incorporation is probably wise at this stage and believe that the document covered the majority of questions which may arise. RS proposed to increase membership fees by £5. Committee agreed however a vote on this would be necessary at the AGM. RG feels we should implement added value before increasing costs. Increases would not come into effect until membership renewal next year. Documentation re incorporation should be prepared by the latter part of January in time for the AGM. In the meantime, RH to obtain quote from his employer re legal side of incorporation.</p>	RH	
7.	<p>35th Anniversary Ball - M-Shed Option</p> <p>Ali Hobbs had been investigating the M-Shed as a possible venue for the ball, and the committee agreed that this is a good option. Possible dates were discussed and the 17th March agreed as the best date, which doesn't clash with other activities. MHk and AJ to block other activities that weekend. Committee discussed whether the event should be open to non members also and this was agreed. Members will be limited to 4 guests each. Music options and prices were discussed and most agreed a band would be the best option. Price per ticket suggested at £45 per head and agreed. AJ to clarify menu and music options with Ali Hobbs.</p>	AJ	
8.	<p>Website scoping for review</p> <p>It has previously been agreed that the website is in need of updating. JM has researched potential options and has received a number of quotes from professional firms. Some quotes are too high. JM proposed that club members have enough expertise to revamp the website and that the club use a separate firm to cover events and</p>	JM	



	Item	Action	Date
	payments. A company called WebCollect is a possibility. Their fees are minimal and they could offer a wide range of services off the back of the AOAC website. The committee agreed it appeared to be a good option which warrants further investigation. EJ concerned that we must be able to still carry on as we do now, and discussion was also made regarding design and branding. JM to prepare a general scoping document.		
9.	AOB KJ proposed that in line with the above, the Club Logo could be updated. MHs said it had been tried before but unsuccessfully. A number of potential members were suggested who work as Graphic Designers. To be discussed further.		

Review of actions outstanding from October 2011 (NB not reviewed at Nov 2011 meeting so some may have been completed)

	Item	Action	Date
2.	Turkey 2011 Sailing Following various incidents during the Turkey 2011 sailing trip, the conduct of 3 members had been called into question, which had led to all 3 being suspended from the September committee meeting. RS had subsequently obtained written accounts from both those involved and from witnesses to the incidents which were to be considered by the committee.		
2.1	Terms of Reference Before considering the action to be taken in respect of each of the		

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	<p>three members, the committee considered its terms of reference:</p> <p>1) the constitution (which provides in clause 2 " The aim of the Club is to provide opportunities for its members to enjoy and to gain experience in outdoor activities, and to further their ability in reasonable safety");</p> <p>2) medical issues - to be ignored on the basis that the committee as a whole have insufficient knowledge to take medical issues into account;</p> <p>3) who should be involved in the decision making process.</p> <p>After debate, it was agreed (with one vote against) that all committee members who were on the trip should not be involved with the discussions to ensure that decisions were fully independent.</p>		
2.2	<p>Member A</p> <p>Due to safety implications and the impact of Member A's actions on the enjoyment by others of club activities, it was agreed to ask Member A not to renew club membership until such time as Member A has dealt with certain issues which he is currently working on , at which time Member A could return to the club on a trial basis, preferably under the mentorship of another member who has successfully overcome the issues. RS to report back to Member A.</p>	RS	Done
2.3	<p>Member B</p> <p>The suspension of Member B would be lifted as Member B's actions seemed to be accidental. RS to report back to Member B.</p>	RS	Done
2.4	<p>Member C</p> <p>Various options were considered in relation to Member C whose behaviour and actions had implications on safety and the enjoyment by others of club activities.</p> <p>The impact of Member C's behaviour (and behaviour on previous trips) was exacerbated by the residential nature of such trips. Accordingly it as agreed to limit Member C to day activities only for 6 months. After this time Member C could apply to the committee to be allowed on residential (i.e. weekend and week long) events again, which would be reviewed in the light of her behaviour on day activities over that period. Member C would remain under risk of expulsion from the club if behaviour failed to improve. RS to report back to Member C.</p>	RS	Done
3.	Post Turkey Sailing 2011 Actions		

	Item	Action	Date
3.1	<p>Sailing Statement of Practice</p> <p>In the light of the incidents on the Turkey trip, several of the skippers wish to put in place a sailing statement of practice (SOP). An SOP is already in place for kayaking. The committee encourage the preparation of the sailing SOP, which should be approved by the committee before being implemented. MH to report back to skippers.</p>	MH	16/11/11
3.2	<p>Club Code of Conduct</p> <p>After other behavioural issues in the club earlier this year, it had been hoped that the club could continue to rely on members' common decency and courtesy. Following the Turkey trip incidents, the committee felt that a formal code of conduct was, unfortunately, now required. EP to prepare and circulate draft.</p>	EP	Ongoing
4.	<p>Turkey Sailing 2011 - Water in Diesel Tank</p> <p>During the week, a member had put water in the diesel tank. It was noted that this was accidental. The cost of having the an engineer pump out the water and get the engine going was £300. With 6 crew on board, the member who put the water into the diesel tank will be asked to pay 1/6 of the liability. MB to issue refund cheque to skipper.</p>	MB	16/11/11
5.	<p>35th Anniversary Charity Ball</p> <p>Ali Hobbs had been investigated M-Shed as possible venue for the ball. Committee approved outline budget with ticket price is likely to be £45 a head. Decided time too short to go for January so will go for date in the spring instead. Sponsorship to be sought towards fund raising raffle. AJ to report back to Ali.</p>	AJ	16/11/11
6.	<p>British Heart Foundation - London to Bristol ride</p> <p>RH & RG had received an email from BHF seeking feedback on a proposed London to Bristol fundraising ride. RG had already responded.</p>		
7.	<p>Website Scoping</p> <p>Deferred until November meeting.</p>		Ongoing
8.	<p>Incorporation</p> <p>RS& RH to liaise on Q&A paper and bring to November meeting.</p>	RS & RH	16/11/11
9.	<p>New Communications Officer</p> <p>Matt Hughes and Helen Grimstone jointly appointed. MJ to report</p>	MJ	Done



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	back and liaise on role hand over.		
10.	<p>Easter 2012</p> <p>Helen Grimstone and another have expressed an interest in organising club Easter trip.</p>		
11.	<p>AOB</p> <p>1) New members' weekends</p> <p>On last new members' weekend, two members left early without any explanation or word to RG. Others had to tidy up their room. RG to have a word with members re inappropriate behaviour.</p> <p>RG has provisionally booked accommodation for 5 new members' weekends in 2012. RG to send details to MJ, AJ for advertisement and to MB.</p> <p>2) Scotland 2012</p> <p>RG has booked 2 chalets in Fort William in February 2012 half-term. Max 12 on trip. RG to send details to MJ, AJ for advertisement and to MB.</p> <p>3) New Year 2011</p> <p>Devon trip sold out. Committee ratified decision for RG to book accommodation for a Lake District new year trip.</p> <p>5) October sailing</p> <p>Concerns have been expressed by one member about a skipper's conduct during the October sailing weekend. Other skippers fully support actions taken by first skipper. M Hughes has suggested 3 skippers and members meet to discuss, but option has not been taken up by member making complaint.</p>	<p>RG</p> <p>RG</p> <p>RG</p>	<p>16/11/11</p> <p>16/11/11</p> <p>16/11/11</p>

Review of actions outstanding from September 2011 (NB not reviewed at Oct 2011 meeting so some may have been completed)

	Item	Action	Date
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	Item	Action	Date
12.	<p>Kayaking Training Subsidy Requests</p> <p>KJ explained some of those whom had had requests conditionally approved in August, had not received the message about submitting their subsidy application forms prior to this meeting. Therefore decided to extend deadline for submission of applications to 19 October.</p> <p>Following the August meeting, training applications had been received from Chris Hodges (White Water and Safety - approved), Richard Silsby (White Water and Safety - approved, and L1 Coaching) and Rob Dawkins. MB to check with Keith Chant Feb & August approval, and conduct reconciliation.</p>	MB to Keith Chant	19/10/11
13.	<p>First Aid Organiser</p> <p>Applications to be first aid organisers had been received from Andy Lock and Michaela Robertson. It was decided to appoint them jointly. JM to notify them.</p>	JM	19/10/11
14.	<p>Activity Coordinators Year Plan & How-tos</p> <p>Dave Murdoch suggested MH & AJ put together a year plan of accommodation for important trips that needs to be booked by activity coordinators at which times during the year (e.g. New Year, Easter, Sennen, Christmas Party), so that options are kept open, with aim of activities coordinators can then delegate organisation of events. MH & AJ to draft.</p> <p>Dave also plugged the how-to section on the website, to make it easier for members to repeat what had been done previously in terms of booking accommodation in different areas. MH & AJ to plug when member has organised an event.</p>	MH & AJ MH & AJ	19/10/11 Ongoing

Review of items outstanding from August

15.	<p>Kayaking Training</p> <p>Subsidies report</p> <p>RS to prepare a report on kayaking training subsidies for club email to increase awareness of training subsidies and grants awarded.</p>	RS	21 Sept
16.	<p>Weekly Emails</p> <p>GS to rework layout of weekly emails so there is more space in the header for news items, such as the changed damage deposit policy</p>	GS	21 Sept

	and the new travel insurance policy.		
17.	Free winter skills coaching RG to respond to offer from Undercover Rock, MIA and winter skills instructor to offer of free winter skills coaching in December.	RG	21 Sept
18.	Dingy Sailing EP has contacted a number of local dingy sailing clubs. Some can offer hire, others can offer instruction and others can offer both (without obligations to assist with safety, equipment checks etc.). EP to follow up. It was noted that a balance of the hire and instruction is likely to be needed for different sections of the club.	EP	21 Sept.

Matters outstanding from July 2011

19.	Accident Insurance JM to check club membership form to ensure it states that the club does not provide accident insurance for members. JM to put together a 'by the way' email to club membership of lack of personal accident cover.	JM	17/8/11
20.	Website updates RH to ask GS to add AGM draft minutes (once RH has found/retyped them).	RH	22/7/11

Items for Review

		Action	Date
	H&S training for activity organisers – NW & RH to consider how to train	NW & RH	April 11
	Development of SOPs by activities	NW & RH	Mar 11
	Electronic payments sub-committee progress update	RS, MB, GS, RH	Mar 11
	Young member sub-cttee progress update	RG, SG	Mar 11