

AOAC Committee Minutes – 16 February 2011 at Hole in the Wall



Present: RH, NW, MB, AJ, JM, SG, MH, RA, RSil

In Attendance for items 1-5: Keith Chant, Mark Athay, Lucia Mundiano, Dougal Matthews

	Item	Action	Date
1.	<p>Apologies</p> <p>RS, GS, RG</p>		
2.	<p>Kayaking training subsidies</p> <p>Lucia Mundiano and Keith Chant gave presentations on kayaking training needs and subsidy proposals. Committee agreed:</p> <ol style="list-style-type: none"> 1) 100% funding for the 5 members undergoing L1 coaching training to be reclaimed by member in 10 instalments following 10 sessions with 1* trainees. Reasons for higher than usual amount include: club need – shortage of coaches, BCU policy changes and club draft statement of practice requiring more coaches, member kayaking skills not developed further. It is envisaged that L1 coach applicants next year would not receive 100% subsidiary as club need will not be so great. 2) Dougal Matthews - 50% for BCU 2* 3) Rob Dawkins – 4* kayak assessment, UKCC L2 conversion, moderate water endorsement – 50% for each course, each to be claimed in 5 separate instalments using skilled gained. 4) Janet Adcock – 4* assessment – 50% to be reclaimed in 5 instalments using skills <p>No awards made for travel or accommodation. KC to report back to paddlers</p> <p>KC mentioned that BCU course list on club website out of date. KC to email GS with updated list. KC to check list on membership form.</p> <p>New committee to consider whether usual £250 limit needs to be increased due to increasing cost of courses.</p>	<p>KC</p> <p>KC/GS</p> <p>New Cttee</p>	<p>1/3/11</p> <p>14/3/11</p> <p>20/4/11</p>
3.	<p>Canoe Trailer Modifications</p>		

	Keith Chant wishes to extend the canoe trailer so it can take sea kayaks safely. Estimates for work £300 - £500. Approved. KC to action.	KC	1/4/11
4.	<p>Kayaking equipment requests</p> <p>Deferred decision on new kayak GTS (Vs Giant) purchase until April. Approved purchase of:</p> <ol style="list-style-type: none"> 1) 2 open boat to solo set up conversion kits @ £40 each 2) 1 touring blade @ £120 3) 2 touring buoyancy aids @ £70 each 4) 2 touring decks @ £70 each 5) 5 replacement buoyancy aids @ £57 each 6) 2 x safety kits @ £71 each <p>RSil and SG to purchase kit.</p>	RSil / SG	16/3/11
5.	<p>Kayaking Management Plan (Statement of Practice)</p> <p>KC brought the SOP for approval. NW & RJH had discussed with paddlers on 15 Feb and approved revised version. Committee approved.</p>		
6.	<p>AGM Agenda</p> <p>2 matters for debate – 1) incorporation 2) personal accident insurance. RJH to finalise agenda. AJ/MH to circulate to club.</p>	RJH / AJ / MH	21/2/11
7.	<p>Ski trip refund</p> <p>A number of ski trip participants had requested refunds of profit made by club on trip, by virtue of lift pass prices being cheaper than expected. Committee decided against making any refunds (both on unanimous basis and excluding committee members who were interested). The club aims for trips to break even on average though out the year. Some trips need to make a profit, in order to make up for unavoidable losses (despite mitigating steps being taken) on others. RH to report back to members who made request.</p>	RH	21/2/11
8.	<p>Ski trip accident</p> <p>RA to complete accident form on behalf of member who had an accident on first day of club trip.</p>	RA	16/3/11
9	<p>Members' unofficially joining trips</p> <p>Common sense case by case approach to be adopted. Policy not required.</p>		

10.	Insurance update re Endorsement 2 RH has contacted Perkins Slade re endorsement 2 and group personal accident policies a week ago. Chased today. Nothing yet received. RH to chase again to obtain info pre AGM. RA/RG to draw attention to lack of personal accident cover at new members' meeting.	RH RA/RG	28/2/11 Monthly
11	Audit of 2009/10 Audit Audit it underway. Expected to be completed pre-AGM	MB	7/3/11
12	Review of actions Not review due to lack of time. To be reviewed in March meeting.	RS	16/3/11

Items outstanding from Jan 2011

	Item	Action	Date
4.	Club Insurance RS confirmed that sailing is one of the Endorsement 2 activities. MH to check civil liability cover provided by the RYA and terms. RS to clarify with Perkins Slade whether it can be removed from Endorsement 2. The policy does not provide personal accident cover for members. RH & RA to change club membership form to state that the club does not provide this. AJ & MH to check club activities are all Endorsement 1 activities for the time being.	RS MH RH & RA MH & AJ	16/2 16/2 Ongoing
7.	Risk management - Incorporation Risk sub-committee met in December. Various ideas had been mooted to reduce potential risk to club from catastrophic claim. RS outlined idea behind potential club incorporation. RS to check whether committee, as directors, would need to complete self assessment tax returns, even though position would continue to be without remuneration. RH to add a motion to AGM items.	RS, RH	16/2
8.	Club Archives NW to see whether the Museum of Bristol would be interested in any of	NW & GS	7/2

	club archives as part of new exhibition materials. GS & NW to liaise as appropriate. RH offered to digitalised archives. Committee decided no need to scanned archives wholesale into pdf format at present.		
11.	Christmas Party 2011 GS wished to know whether he should book Halo again for the 2011 Christmas party or somewhere else. £20 deposit required. GS to book.	GS	16/2

Matters outstanding from November 2010 Minutes

5.	Questionnaire feedback – part 2 JM presented free text responses to questionnaire. Main themes were around attracting younger members, integrating new members more on big weekend trips, churning members and the issue of the future of the magazine however in general it was felt that very positive feedback was received. The committee to review in more detail and discuss again at the next meeting It was decided to discuss the future of the magazine in more detail at the next meeting A consideration for any future questionnaires is to either pay for additional functionality to enable easier analysis of responses or perhaps to develop something equivalent on the AOAC website	All All	
8.	Feedback from store audit 5 spray decks need replacing Windsurfing kit to be disposed of as dated Caving kit audited in June 2010 and to be redone again in March 2011 Tents to be audited in the Spring Mountain bikes to be reviewed – potential to sell them as not being used? New kit requirements to be costed by SG for review at the next meeting	SG	

Actions outstanding from previous May 2010 minutes

		Action	Date
2	Encouraging event organisation		

	AJ & MH to review 'How to organise an event', and incorporate comments from July mtg regarding forwarding cheques to treasurer, small profit margin to cover losses, and checking cancellation terms for accommodation/events, and post updated version to web.	MH & AJ	17/11/10
3	Longer term objectives		
3.3	Health & Safety AJ/MH to prompt activity organisers to complete risk assessments.	MJ/MH	Ongoing

Actions outstanding from August

		Action	Date
9.	AOB		
9.1	Advert in Venue – RS to update wording re badminton & tennis	RS	17/11/10

Actions outstanding from September

13	Electronic Payments sub-committee & website development		
	The sub-committee of RS, RJH, MB and GS met before the meeting on 15/9/10. GS reported that Google Checkout is currently favoured. This would allow trip organisers to see who had booked on to the trip, places sold etc. GS will set up small scale trip for volunteers to trial using trips costing £0.01 each, before extending trial to a few trips.	GS	1/3/10
	MB to discuss with Dougal Matthews on how electronic payments working with Bristol Sub-Aqua Club, .software and gremlins discovered.		
	The payments can be an added on to the existing website.		
	GS explained that he will not be able to develop an electronic payments section for the website for a few month due to other commitments and more pressing website developments such as: raising search engine profile for club; redesigning front page; increasing the club's Facebook profile; and feedback form/surveys on trips.	GS	19/1/10

Actions outstanding from October minutes

		Action	Date

3.	Bulletin/Website photos GS to be asked whether he or another volunteer can update trip photos on the website as these refer back to trips in 2006.	GS	Ongoing
10.1	Discounts Cotswold Outdoor - RA to liaise with re club discount. RH explained Brunel Walkers get 20% discount for club and member purchases. Outdoor Active – RSil to liaise re club discount day rather than store staying open in an evening especially for us, at risk members wouldn't go after work due to store distance from Bristol.	RA/RS	17/11/10

Items for Review

		Action	Date
	Risk Assessments - implementation	NW	April 11
	H&S training for activity organisers – NW & RH to consider how to train	NW & RH	April 11
	Seeking sponsorship for membership cards for 2011/2012	All	March 2011
	AOAC organisers thank you party	All	April 11
	Advertising future Mediterranean sailing trips, make it clear that all members will be expected to participate in chores.	Andy Lock	
	Disseminate trip information to skippers to ease burden on organiser	Andy Lock	
	Sailing Training – Ingrid to organise instead of Rachel Dunn	Ingrid Sales	April 11
	Kayak transport and participation in 2* kayak course to be reviewed at next kayaking development meeting.	SG & RSil	March 11
	Purchase of new kayak	Cttee	April 11
	Review of training policy amounts	Cttee	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