

AOAC Committee Minutes – 18 August 2010 at Hole in the Wall



Present: RS, RH, NW, MB, AJ, GS, MH, RA.

In attendance: Andy Wilson (for item 6)

	Item	Action	Date
1.	<p>Apologies</p> <p>RSil, SG, JM, RG</p>		
2.	<p>Club events and non-club events</p> <p>Concern was raised about activities that were open to anybody being advertised on the AOAC forum or activity emails.</p> <p>RH reminded the committee about 'open' events - advertised on notice club board/website/approved by activities co-ordinators and open to all members, and 'closed' events, which were not generally advertised, but where all participants were members, so they could use club equipment.</p> <p>Agreed to continue policy that an event is a club event if advertised on notice club board/website/approved by activities co-ordinators. Email moderators will be asked to add a footer to emails with a statement to this effect. NW to draft statement.</p>	NW	15/9/10
3.	<p>Email groups and non-members</p> <p>Various AOAC emails are circulated to non-members. Moderators will be asked to give non-members a month or two grace after membership renewals on 1st October and warnings that if membership is not renewed, member will be removed from email list. The same will apply to the weekly email from the Comms officer.</p> <p>If necessary Moderators to be given cut down version of membership database to check for valid memberships. GS / AJ / MH to notify email Moderators.</p>	GS/AJ/MH	15/9/10
4.	<p>Accounts</p> <p>New Forest - 14 out of 40 places filled. Too late to cancel places. MB to follow up with Dave Morgan</p> <p>Sea kayaking - RS had negotiated £150 refund from company that was to have provided autumn sea kayaking trip. The company had incurred the costs for tutors and still needed to pay them.</p> <p>Gower - MB following up with organiser on take up.</p>	MB	15/9/10

	<p>Patterdale weekend - consensus of committee was to cancel booking due to lack of interest.</p> <p>Scotland Sailing - MB waiting to hear back on places sold from A Lock.</p> <p>Ski Trip 2011 – 28 places sold.</p>		
5.	<p>Ability of a trip organiser to exclude a member from attending an event</p> <p>An organiser may refuse participation of a member on health & safety grounds, if the organiser believes that other participation member would endanger that other person, or others within the group (e.g. member is inebriated, has inadequate clothing / safety equipment etc.)</p> <p>The committee had been asked to consider a separate scenario: whether a club member was entitled to exclude another member from participating in an event (based on historic behaviour of the other member). The committee decided that a member could not exclude another member from attending a trip for historic behaviour reasons, but any misconduct or complaint about conduct could be referred to the committee for investigation/disciplinary action.</p> <p>RH to report back to member who raised the query. GS to follow up with member about whom concern was expressed.</p>	RH / GS	15/9/10
6.	<p>Ardeche kayaking trip 2010</p> <p>Andy Wilson came to discuss the Ardeche kayaking trip 2010. This was a novices trip. Andy raised concerns regarding level of instruction he had given and how prepared participants were for the trip.</p> <p>If Andy had run the trip outside of the club, he would have charged for coaching on it. He proposed that where novices are being tutored organisers should have their accommodation and transport costs borne by the group. Andy recognised it was a different situation with peers.</p> <p>The committee recommended to Andy that participants receive a pre-trip briefing / social.</p> <p>The committee accepted that the club does occasionally buy in coaching from qualified third parties and also noted clause 11 of the constitution regarding payment of expenses. There is a general presumption against subsidising participation of event organisers and as all positions are voluntary there is also a presumption against paying members for services provided. The committee decided, subject to RH checking the constitution, that if a self contained event or trip (e.g. abroad, or for a week) would not run due to the lack of a qualified instructor, but buying</p>	RH	15/9/10

	in skills would enable the trip to be run then the committee may, on a case by case basis in exceptional circumstances, agree to the payment of a coaching fee to a member.		
7.	Sennen 2010 Fewer places had been sold for Sennen than expected. AJ to speak to Carrie Stone regarding cancellation policy, to see if number of places could be reduced at short notice. Gavin to push again in weekly email.	AJ/GS	23/8/10
8.	Scotland 2011 The committee ratified the decision to book accommodation with 12 places.		
9.	AOB		
9.1	Advert in Venue – RS to update wording re badminton & tennis	RS	15/9/10
9.2	Trailer towing fees – Sean Mullen and Keith Chant had applied for reasonable expenses to be paid in connection with towing the trailer. These were agreed.		
10.	Review of actions from <u>May</u>		
	Membership cards – RA has been quoted £150 for 500 and will forward art work to printers.	RA	15/9/10
11	Review of Actions from <u>July</u>		
	Health & Safety NW had update the policy and would circulate. RH to update membership form to request information on qualifications that members hold.	RH	15/9/10

	Actions outstanding from <u>April</u> minutes		
1	Store audit feedback Caving kit has been checked. SG to liaise K Wiltshire to check tents.	SG	18/8/10
2	Feed back from AOAC membership GS has circulated questionnaire. JM to report initial results at September	GS, JM	15/9/10

	meeting.		
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	Actions outstanding from previous <u>May</u> minutes		
1	Membership cards & sponsorship RA & RG to mention to new members and ask if they have any other ideas for where discounts could be negotiated	RG/RA	Ongoing
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. RS to discuss with Alison and Julia regarding reintroducing intermediate mountain biking	MH & AJ RS	15/9/10 15/9/10
3	Longer term objectives		
3.1	Younger members RG has met head of year for St Brendan's 6 th form. RG to make a presentation to upper 6th, so that they know of our existence when they complete DofE. Sub-committee of JM, SG, RG yet to meet	RG JM, SG, RG	21 July Ongoing
3.2	Electronic payments Sub-committee yet to meet.	GS, RS, RH, MB	Ongoing
3.3	Health & Safety AJ/MH to prompt activity organisers to complete risk assessments.	MJ/MH	Ongoing

	Items for Review		
	Ski trip 2011 – need to reduce places?	MB	Oct 10
	Risk Assessments - implementation	NW	Oct 10
	H&S training for activity organisers	NW & RH	Oct 10
	Poster to be updated following results from questionnaire	GS& JM	Sept 10

	Seeking sponsorship for membership cards for 2011/2012	All	March 2011
	AOAC organisers thank you party	All	Nov 10
	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	
	Kayak transport and participation in 2* kayak course to be reviewed at next kayaking development meeting.	SG & RSil	18/9/10