

AOAC Committee Minutes – 20 October 2010 at Hole in the Wall

Present: RS, RH, NW, MB, AJ, GS, MH, GS, RSil, Phil Taylor for item 8



| | Item | Action | Date |
|----|--|-----------------|-------------------------|
| 1. | Apologies JM, RA | | |
| 2. | Attracting younger members SG to email members aged 30 and under to discuss attracting younger members to the club. | SG | 1/11/10 |
| 3. | Bulletin / Website photos GS had circulated a draft bulletin to be handed out on new members' nights. Committee approved. RS to report back to GS. 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 GS | 3/11/10 Ongoing |
| 4. | Ski Trip 2011 Final balance due on 27 November. If trip numbers reduced before this date to 35 (minimum level to preserve current level of discount), club will only lose £115 pp deposit. To minimise risk of loss, GS and ski committee to send emails with closing date for booking of 12 November. Ski pass £211 for whole area of £190 for local pass. RA to check if discounts available and to notify GS | RA/GS RA | 25/11/10 3/11/10 |
| 5. | Christmas Party theme Both ideas proposed by Carrie Stone are good, although some committee members did not understand reference to 'restaurant at the end of the universe'. RH to report back to CS for final decision. | RH | 27/10/10 |
| 6. | Member behaviour on trip in May Complaint raised by a former member considered. RS to report back to ex-member with apology, with RH to approve. | RS & RH | 17/11/10 |
| 7. | Questionnaire feedback JM explained summary questionnaire results. 8pm meeting time for new | | |

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| | members' nights preferred to 8.30, but 8.30 was second favourite. Decided to remain the same for present due to existing commitments of committee members. JM to analyse and report back on free text results at next meeting. | JM | 17/11/10 |
| 8. | Training subsidy request for Phil Taylor Phil had applied for subsidy for BCU 2* and 3* white water leader training and assessment. This supports the kayaking training programme. Agreed Phil could reclaim £150 in 5 instalments if he passes the assessment. RH to report back. | RH | 27/10/10 |
| 9. | Finance <u>Plas Menai</u> - £195 refund from cancelled sea kayaking trip has been received. <u>Scotland Sailing</u> – MB has received invoice for £490 for fuel and airport transfers. MB to follow up with A Lock re recovery from trip participants. <u>Elan Valley</u> – sold out. <u>Minehead</u> – sold out. <u>Christmas walking</u> – sold out | MB | 17/11/10 |
| 10. | AOB | | |
| 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. GS to update discounts page of website once discounts have been settled. | RA RSil GS | 17/11/10 17/11/10 GS |
| 10.2 | AOAC Facebook advert GS has free advert credits on Facebook. Committee liked idea but would like it to refer to AOAC rather than Avon Sports Club. GS to update advert and check Facebook advertising costs for advert with extra characters. | GS | 17/11/10 |

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| 10.3 | T-Shirts for Bollywood night Committee agreed that the club can donate up to 4 t-shirts/sweatshirts to Bollywood night prizes. RH to pass to NW. | RH / NW | 22/10/10 |
| 10.4 | Confidentiality letter GS had produced a confidentiality letter to be signed by members who are given extracts of the club database. Decided not required at present. | | |
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Actions outstanding from previous May minutes

| | | Action | Date |
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| 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 |
|----|--|----------|----------|
| 3. | Email groups and non-members 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 1 st 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. If necessary Moderators to be given cut down version of membership database to check for valid memberships. GS / AJ / MH to notify email Moderators. October update – RA to send abbreviated membership database list to Ian Harding. GS to restrict forum participants to current members only. RS to email GS. | | |
| | | GS/AJ/MH | 20/10/10 |
| | | RA / RS | 1/11/10 |

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| 5. | Ability of a trip organiser to exclude a member from attending an event GS to follow up with member about whom concern was expressed, to inform him of committee decision. | GS | 17/11/10 |
| 9. | AOB | | |
| 9.1 | Advert in Venue – RS to update wording re badminton & tennis | RS | 17/11/10 |

Actions outstanding from September

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| 8. | August Bank Holiday 2011 Following the loss made on the Sennen weekend this year, proposal is to book only one field rather than two at the St Just campsite. AJ to investigate prices for 2011 and maximum capacity of one field. – October update -AJ has called the campsite and is waiting to hear back. | AJ | 17/11/10 |
| 12 | Ardeche 2011 The Ardeche 2011 trip is on the calendar. MH to report to Andy Wilson that any request for AW to receive a coaching payment would need to be brought before the committee for approval. MH to update website for Ardeche trip that coaching charges may apply. | MH | 17/11/10 |
| 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. 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 GS | 1/3/10 19/1/10 |

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| 14 | Younger members sub-committee | | |
| | The sub-committee still has not met. RG to report back on presentation made to St Brendan's 6 th form. Ideas mooted but not considered: photos of younger members; two posters to advertise club - one targeted at younger members; splitting the club into two age brackets. | RG | 17/11/10 |

Items for Review

| | | Action | Date |
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| | Risk Assessments - implementation | NW | Oct 10 |
| | H&S training for activity organisers – NW & RH to consider how to train | NW & RH | Jan 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 | 17/11/10 |