



**SCOTTISH AUTO - CYCLE UNION LTD**  
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**Minutes of Directors Meeting on Tuesday 9th September 2014**  
**SACU Office, Uphall at 7.00pm**

**Present** Chair P Carlyle I Barnes B Abel M Marshall J Ballantine S Mack D Paton A McNaughton  
 C Mackenzie (Mins)

**Conf. Phone :** N Lamont

1. Apologies - : I Neil	
<p>Minutes of Previous Meeting –12th August 2014.</p> <p>2. Prop – M Marshall          Sec – J Ballantine</p>	<b>Action:</b>
<p>3. Matters Arising</p> <p>a. IOPD Licence Levy – raised by D Dyce – Melville MC          Office to produce a short paper on IOPD historic relationship with SACU and the differences between the services provided.</p> <p>b. Photographers at events. Photographers can sign on as an “authorised photographer” by a club and be covered by event insurance.          For non Road race disciplines – check with the Discipline Chairmen and prepare guidance note.</p> <p>c. Coach 1<sup>st</sup> aid qualification clarified as not being mandatory provided there is first aid provision at a permitted training event. Provide 3 one day SACU funded 1<sup>st</sup> aid courses at various locations across the country. Coaches attend free. Other attendees pay a small fee. Add to the September Bulletin.</p>	<p><b>Office</b></p> <p><b>Office</b></p> <p><b>Office</b></p>
<p>4. Financial report</p> <p>SACU cash flow to end of Aug 2014 – there is a surplus showing but the end of year is projected for deficit.</p> <p>There will be a projected loss to the end of year from now on as income on licences and events drops off. End of the end of year Melville MX and H&amp;H still not confirmed.</p> <p>The admin staff redundancy payment and wages are still in place until end of October. No saving to show until November. Savings will only really show up in 2015 expenditure.</p> <p>Competition Licences (Adult, Youth and OEL) and Trials Registration Card costs and charges discussed and agreed.</p> <p>This has been a learning year for the Trails Registration Card – the expected increased participation due to lower costs did not happen.</p> <p>Paper to be prepared on OEL costs.</p> <p>Permits costs discussed and agreed. Add to September Bulletin.</p> <p>Trials committee to produce a minute from their meeting of suggestion to allow club steward to steward their own club event. Present to Management in October. Independent Steward still required for Championship events</p>	<p><b>Add costs changes to Bulletin</b></p> <p><b>Office</b></p> <p><b>Office</b></p> <p><b>Trials Committee</b></p>

<p>Per capita insurance rates discussed and agreed. Add to September Bulletin.</p> <p>The SACU is to look to increase the uptake of insurers PA insurance product. Discuss this with the insurer at the insurance review meeting.</p> <p>Track inspection charges discussed and agreed. Add to September Bulletin.</p> <p>Start Permission charge discussed and agreed. Add to September Bulletin. Check if a start permission is required for every event if an annual insurance taken out.</p> <p>Entrants licence charge discussed and agreed. Add to September Bulletin.</p> <p>Additional and Replacement licence charge discussed and agreed. Add to September Bulletin.</p> <p>A note of thanks to the Treasurer for his efforts in preparing the analysis and recommendations for the charging review.</p> <p>A Discipline income yearly breakdown paper to be prepared for November meeting – income and expenditure.</p> <p>A paper on start permissions to be prepared for October meeting – to include the FIM requirements etc.</p>	<p><b>Office</b></p> <p><b>Office</b></p> <p><b>Office</b></p> <p><b>Office</b></p> <p><b>Office</b></p> <p><b>Office</b></p> <p><b>Office</b></p>
<p>5. Annual Office Documentation Discussed above – new costs to be communicated to clubs in the September Bulletin.</p>	<p><b>Office</b></p>
<p>6. Event Permitting There was a discussion on the Issuing of permits in that there is a requirement for Qualified Officials to be named on a Permit application and thereby the Regulations for the proposed event must also be clearly stated and defined. There was discussion re the process by which permits were processed for two particular events in 2014 and there are outstanding responses re one of these events.</p> <p>Office to prepare a summary of how Permits are currently issued.</p>	<p><b>Office</b></p>
<p>7. Update on projects</p> <ul style="list-style-type: none"> <li>a. Constitution P Carlyle is conferring with J West on constitution. J West is to review the changes and comment on the baseline document. After the Baseline constitution is prepared discuss how this will be communicated.</li> <li>b. MX Flat field proposals to be reviewed. A meeting has been arranged for 22<sup>nd</sup> Sept to discuss this, MX in general and the situation with MCF in Scotland. It was emphasised that the flat field initiative should be progress on its own merits and rolled out as soon as possible. Other MX developments and initiatives to be progressed in parallel.</li> <li>c. Safety Review P Carlyle reported progress.</li> </ul>	<p><b>PC</b></p> <p><b>Office</b></p>
<p>8. Staff Matters A Lee (Office Assistant) was selected for and accepted redundancy. This business case for the redundancy being the need to reduce the cost base of the SACU / Office. Subcommittee who worked through this was thanked for their professional attention and manner in handling this delicate matter.</p> <p>A letter of appreciation to A Lee is to be drafted and presented for Management for endorsement / signature.</p> <p>Some further detail to be confirmed with the HR Consultants.</p>	<p><b>Office</b></p> <p><b>Office</b></p>

<p>9. Office Management report Review of financial reporting for 2015. Review “miscellaneous income” and add clarity. Add in a field in report for SMS.</p> <p>SMS costs discussed. Latest “balance sheet” for SMS activity to be circulated and added to board papers.</p> <p>SACU time and resources applied to SMS to be logged. This was minuted and agreed to last year in which case records are to reflect all SMS activity from that time.</p> <p>SMS meeting minutes to be circulated to Directors.</p>	<p><b>Office</b></p> <p><b>Office / All</b></p> <p><b>Office</b></p> <p><b>Office</b></p>
<p>10. AOCB</p> <p>A Coach at a permitted event – are they covered the same as an official. A response is needed to this to cover an outstanding member enquiry.</p> <p>Road Race minutes and circulation to Members. Road Race Chairman will consider circulation of summary minutes to Members. Assistance offered for production of summary minutes.</p> <p>Magazine – the 3<sup>rd</sup> issue 2014 is now out. The editor would like the SACU to consider a 5 years plan. SACU to help promote the magazine where possible.</p> <p>Website – remove all references to shop link and change logo.</p> <p>The concerns policy and illegal riding proposals to be added to next meeting agenda.</p> <p>Proposal for “Management Performance Review” The President to be asked to do a short interview process with each board member and get open responses to the future of the SACU. Possibility of a management away day to be considered.</p> <p>Board Review – Identify skills on the board. Allocate tasks to more appropriate member.</p>	<p><b>Office</b></p> <p><b>DP / BA</b></p> <p><b>All</b></p> <p><b>Office / MM</b></p> <p><b>Office</b></p> <p><b>IB</b></p>

A vote of thanks to the chair.

Meeting closed at 11:30 pm

C Mackenzie  
SACU Office Manager