



SCOTTISH AUTOCYCLE UNION Ltd.

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**Summary Minutes of Directors Meeting on Tuesday 12th December 2017
SACU Office Uphall, at 7.00pm**

Present Chair A Mack, C Thomson, D Young, A McNaughton, G Sefton, R Bryant, W Brown, A Wood, S Campbell, D Paton

Conf. Phone: Not available

	Action
<p>1. Apologies</p> <p>A Cameron , K Pennycook, A Stewart.</p>	
<p>2. Declaration of interest.</p> <p>W Brown declared an interest in his club's affiliation application</p>	
<p>3. Minutes of previous meeting 10th October 2017 Approval of October Minutes Proposed: CT Seconded: AM Summary Minutes Redacted minutes approved for circulation Note : R Bryant was not at the previous meeting. Promotional Items - Source dress shirt male and female for use at promotional events . A Mack to supply quantity reqd.</p> <p>Scottish MX 2018 – A meeting was held at Doune with interested parties invited to discuss a Scottish Championship . There will be a 5 round Championship – 2 rounds to be run by Ecosse XC. A new club is to be formed to run the Championship. MXScotland MCC to run as a promoter. Draft minutes from the meeting were produced by D Young. D Paton asked if all officials were volunteers as paying helpers can cause tax and employee issues. The role of Marshalls to be reviewed. There is no SACU funded prize fund. The Championship to be run as per the ACU handbook and SACU Supplementary regs– with online entries.</p> <p>There was a discussion on licence costs for 2018 for MX. For 2018 MX Championship only £25 . Off Road Speed licence still be £50. Clubs to record on the Insurance Submission form the no of Non SACU Licence holders. A Mack requested that the SACU fund the club initially until revenue starts to come in. If the venture starts to lose money – this will be reviewed and the series stopped if it does not cover costs. The SACU MX Fund will be used as the float to start the series. Approved SMS – Rory Bryant is seeking a coach to go through to level 2. Possibly Kevin Murray or Allister Stewart. SACU Road Race Improver sessions – funded in 2017. Replacement costs for 2018 approved</p>	<p>Action Office to discuss shirt supply with local dealer</p> <p>Action Summary minutes to be circulated</p> <p>Action Office to amend the Insurance Submission form</p> <p>Action Office to update Road Race Discipline fund with required amount.</p>
<p>4. Matters arising</p>	<p>Action</p>

<ul style="list-style-type: none"> a. Environmental Report Form – in progress . C Thomson has developed an SACU Environmental Policy. b. There is concern over a lack of standardisation across the Forestry Commissions regions. There was a short meeting to discuss. A meeting to be sought with the Forestry Commission to explain our codes and procedures prior to FC reorganisation. This will allow a standard procedure across all clubs. c. Forestry Access charges. - As above. 	<p>Action D Young to add items to draft environmental policy</p> <p>Action D Young to write to the FC and open a dialogue prior to arranging meetings.</p>
<p>5. Policy Updates and Notifications</p> <ul style="list-style-type: none"> a. KPMG Audit report and actions Risk Register – will be part of the Governance manual. The IT Policy in Draft – being developed by the Office Manager. b. Child Protection – A new set of MORs is required for Child Protection following meetings with Sport Scotland. D Young reviewing. c. MSA Race and Respect Guide. This was discussed by the Directors and lead on to a discussion on SACU Core values – A Mack to review and develop a set of values for discussion. The FIM Ethics document was noted and will be included. 	<p>Action. D Young to update</p> <p>Action A Mack to produce a set of core values for review.</p>
<p>6. Finance Report</p> <ul style="list-style-type: none"> a. Treasurers Report There is still an income surplus to date – with the final quarter Public Liability insurance payments due in Dec. New financial control policies brought in over the last few years seems to be paying off. The SACU is still in a development phase moving forward. Looking at rider demographics for licence holders C Thomson explained the age grouping for off road licences. There are few under 20 riders. 30- 50 is the main class. There was brief discussion on age of riders and ensuring rider safety following the death at the ISDE this year. Insurance There have been increases in some insurance taxes and a few claims which have affected our costs. b. KORMC Update. KORMC are to take out an annual insurance policy paid back on a monthly basis – as a 0% interest free loan. The insurer is giving KORMC a very good deal – and this will also reduce the costs to the SACU. c. KORMC won an Award at the 2017 Scottish Sports Award presentation. The Chairman congratulated Rory and Gillian on their efforts on behalf of the club. d. Online Banking – required to view new transactions and allow online payments. Approved e. Living Wage increase . Approved f. Bonus for Office staff suggested and approved. 	<p>Action Confirm policy with our insurer and prepare paperwork for KORMC</p> <p>Action Office to follow up and implement RBS Bankline</p> <p>Action . Update wages to reflect Living Wage Increase and bonus.</p>
<p>7. Promotional Material</p> <ul style="list-style-type: none"> a. Update to SACU Sport Guide Malcolm Marshall is working with the Office and Discipline Chairmen to produce an updated guide for use at the Bike Show b. SACU Calendar 2018 dates. Dates are requested from all Disciplines 	

<p>before the 22nd of December to allow Bill McGregor to produce a new events calendar.</p>	
<p>8. Office Managers Report</p> <ul style="list-style-type: none"> a. A GDPR Working Group was formed with D Young, D Paton and the Office Manager. The group will review SACU processes and documents and report back to the Directors. b. Purchase of secure external drives – approved. c. ELRAT asked if the office Manager can be nominated as an Enduro committee member. The Directors agreed – but may not act as Chairman (conflict of interest and high workload) d. Constitution applications for 2 newclubs Kinlochleven and District MCC Galloway MX Club. Approved by Management to circulate to clubs. 	<p>Action . Office manager to forward GDPR documents to group for discussion. Action – order new secure drives.</p> <p>Action. Circulate Affiliation applications to clubs.</p>
<p>9. SMS The latest newsletter has been circulated to the clubs. The success of the KORMC project was noted. The club focus programme was discussed. More clubs to be put forward once identified.</p>	<p>Action</p>
<p>10. AOCB</p> <p>One Event Licences – medical declaration. D Paton asked for clarification if a rider declares they have a medical condition. After discussion it was agreed to develop a more robust disclaimer for riders with a non limiting medical condition. Pass to the insurer for review and approval. D Paton – E Lothian Public Entertainment licence – in 2017 this was exempt for not for profit sporting clubs. This has changed for 2018 – meaning clubs will have to get a second licence for the council. This will affect all sporting events – including H&H. As the council is issuing a licence they are also taking responsibility for the event . D Young – Constitution . A review of the Constitution to be announced at the AGM. R Bryant asked for the directors approval of the SACU Coaching Structure Proposal. Approved.</p>	<p>Action. Develop disclaimer and get reviewed by the insurer.</p>

A vote of thanks to the chair Major A Mack MBE.

Date of Next meeting 13th February 2018

Meeting closed at 11:00 pm

C Mackenzie - Minutes