



**SCOTTISH AUTOCYCLE UNION Ltd.**  
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**Summary Minutes of Directors Meeting on Tuesday 14<sup>th</sup> APRIL 2015  
 ARMY HQ , Craighall at 7.00pm**

**Present** Chair; Sandy Mack I Barnes M Marshall A McNaughton A Cameron W MacGregor W Annandale  
 C MacKenzie (Mins)

**Conf. Phone:** None

	<b>Action</b>
1. <b>Apologies</b> T Weir, D Paton, B Abel	
2. <b>Minutes of previous meeting</b> Proposed I Barnes Seconded A Cameron	
<b>3. Matters arising</b> <ul style="list-style-type: none"> <li>a. Minute distribution. Following a discussion it was confirmed that meeting minutes are to be sent to the Chairman for checking within one week. After the Chairman's comments minutes are to be circulated to the Directors for responses within a week. Abbreviated Minutes to be sent to Members and then posted on the SACU website if appropriate.</li> <li>b. Age paper. There was a discussion reviewing the advice for applicants. The feeling of the meeting was for club secretaries to hand out the relevant licence form to the applicant. If there were any queries then advice from discipline committees would be sought to confirm the advice. On receipt of the application form these are always reviewed by the office.</li> <li>c. Management review paper.</li> <li>d. Practice event costs. £3 practice licence/PA cost agreed. Take non SACU/ACU licence names out of the insurance submission forms. MM to review explanatory notes on back page of form.</li> <li>e. Child Protection and Equality / Diversity Policies. A Mack progressing introduction of policies based on ACU versions.</li> </ul>	<p><b>Office</b> to distribute minutes following meetings</p> <p>No further action from office</p> <p><b>Chairman</b> to review.</p> <p><b>Office</b> to issue.</p> <p><b>Office</b> to review documents and amend wording to SACU where appropriate.</p>
<b>4. Financial Report</b>  The cash flow is currently in deficit – but a budget surplus is projected for the end of year. Youth and Adult licence costs to be separated and update the cash flow sheet  Salary payments cross the boundaries of months within the cash flow. NI and Tax payments are always one month behind in the cash flow.  Comp insurance – quarterly payments starting to be paid now. 3 quarterly payments followed by a final payment up to a maximum in Dec/Jan once final event payments are received.  Event permit and insurance costs to be reviewed before Oct 2015	<p><b>Office.</b> Separate youth / adult costs.</p> <p><b>Office</b> to contact the insurer 2016 event costs.</p>
<b>5. Safety update.</b> Spectator safety. The organisers of the SSDT have instructed marshals and officials to review spectator safety advice guidance.	

<p>Road race – Rona Tatler (Scottish Government Safety Review) attended East Fortune Road Race . I Barnes took her out on the course and advised her of all safety measures. Her next visit is to the SSDT.</p> <p>A very favourable letter was sent to the SACU from the Scottish Government</p> <p>Discipline committees to incorporate spectator safety guidance into standing regs.</p>	<p><b>Office</b> . Confirm updates with Discipline committees.</p>
<p><b>6. Office Management Report</b></p> <ul style="list-style-type: none"> <li>a. SACU Awards – Off Road Speed Awards to be organised by SACU. Army facilities are available for use. Contact A Mack to agree venue once Discipline committees have been consulted. Trials and Road Race to host their own Awards ceremonies. A Cameron enquired as to why Awards were no longer a single event. A Mack responded it was to save the expense of a large function and to allow the disciplines to host awards functions more suited to their sport.</li> <li>b. Road Race Parade licence for over 70's, £8 PA to be paid by SACU. Office to notify the Directors if more than 10 Parade Licences requested.</li> <li>c. Office copier contract. – continue to negotiate. Proposal with updated costs to be presented at the next Management meeting.</li> <li>d. There was a short discussion on SACU resources highlighting requirements for the future.</li> </ul>	<p><b>Office</b> to contact discipline Chairman and get feedback on desired venues.</p> <p><b>Office</b> Prepare copier proposal with competitive costs.</p>
<p><b>7. SMS 30<sup>th</sup> April.</b></p> <p>A Mack to attend . A meeting with SportsScotland partnership manager Rob Hardie is planned for this month.</p>	
<p><b>8. Official's certification.</b></p> <p>A Cameron discussed that we need to demonstrate experience and a qualification. W McGregor was looking for documentation to back up the issue of a licence. All disciplines to provide a written official certification procedure for information. The Office issue Officials licences once the officials licence application form is received, signed by the person taking the seminar as a Pass. Copies of the question paper are stored with the application at the SACU office. There are seminar booklets available for each discipline – these can be issued by the Office for seminars at the request of the person holding the seminar. Reviewed annually by the disciplines.</p>	<p><b>Office.</b> Request procedure from each discipline. Pass to Directors for noting.</p> <p><b>Office</b> to supply printed papers when requested.</p>
<p><b>9. AOCB</b></p> <p><b>Flat field MX</b> – at present there has been no feedback to management on Scottish events.</p> <p><b>Commercial Venue coach training.</b> The SACU are not aiming to get involved at the current time . We do not have the resources at present to provide coaching certification to non SACU organisations. Coaching at present to continue under club permits</p> <p><b>Website redesign</b> – collate desires and wish list. Possibility of on line event entry system. To be investigated. This would require a secure payment system.</p> <p><b>SACU Treasurer.</b> Alastair McNaughton has agreed to take on the role of SACU Treasurer after Malcolm Marshall retires at the end of June. Malcolm's contribution as Treasurer was very much appreciated.</p>	<p><b>Office</b> to contact the organisation and offer alternative coach training provider</p> <p><b>Office</b> to contact Directors and collate a wish list of web based facilities.</p>

A vote of thanks to the chair and for the kind use of the venue.

Meeting closed at 9.30pm C Mackenzie - Minutes