



**SCOTTISH AUTOCYCLE UNION Ltd.**  
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**SUMMARY Minutes of Directors Meeting on Tuesday 13<sup>th</sup> October 2015**  
**Redford Barracks, Colinton, Edinburgh at 7.00pm**

**Present** Chair A Mack A McNaughton, A Cameron, , W Brown, I Barnes, W Annandale  
 C Mackenzie (Mins) K Pennycook L Barnes, R Bryant

**Conf. Phone:** Not available

	<b>Action</b>
<b>Apologies</b> 1. T Weir D Young W MacGregor D Paton A Wood	
2. <b>Minutes of previous meeting</b> Sept 8 <sup>th</sup> 2015 Proposed B Annandale, Seconded A Cameron <b>Summary Minutes Approved</b> Prop A McNaughton, Seconded I Barnes  The Board of Directors wish to welcome Mrs Kirsten Pennycook as a co-opted advisor and board member.	<b>Action .</b> Office to circulate summary minutes to clubs and website
3. <b>Non Authorised Riders at events</b> A discussion took place on this matter. The entered rider is the only person insured to ride a machine at an event. The rider is responsible for their vehicle at all times. Mechanics to be offered a simple sign on insurance to allow them to ride their riders machine if required. This will be discussed at the insurance review meeting at the end of October  There was also a discussion on risk assessment at events. A blank Pro Forma risk Assessment form to be issued to clubs who may choose to use it if they wish. Stewards to check for Risk Assessment and note on Stewards Report Form.	<b>Action</b> Office to check with insurer about cost of mechanic insurance.  <b>Action.</b> Office to produce a blank risk assessment document for clubs to use – for review by Directors.
4. <b>Matters arising</b> <b>Child Protection.</b> D Young and R Bryant are currently working through the MOR (minimum operating requirements) paper for child protection. They are liaising with Children 1 <sup>st</sup> . The Child Protection Officer needs to attend several courses. There is a need to review the process of PVG checking for club officials. Does the Club or the SACU apply for the PVG clearance. Where does liability for checking lie. Requirements for action to wait until review of our current status is completed. The SACU can act as the agent for processing PVG applications .	<b>Action</b> D Young/R Bryant to clarify Child Protection requirements.
5. <b>Financial Report</b> a. There is currently an operating surplus at this point in the year. b. Insurance charges have been reduced but the income has remained about the same due to increased riding activity. c. The IPT Tax increases to 9.5 %. Check with insurers if this is payable as we have an annual contract	<b>Action.</b> Office confirm IPT with insurer.
6. <b>Concussion.</b> Guidance on this will be in the next ACU handbook. This needs to be added to the discipline standing regs for the guidance of our club officials. It was suggested that a new declaration is added to event entry forms stating the rider has not had concussion within a designated period. ACU guidance on concussion to be added to website and issued to clubs.	<b>Action</b> Office to produce standard declaration for adding to event entry forms <b>Action</b> Office add ACU concussion advice to website
7. <b>Update on projects</b> a. Website Bill McGregor reported he is investigating updating the website	<b>Action</b>

<p>with several on line features. He should have a report by the next meeting with suggestions.</p>	
<p><b>8. Office Managers Monthly report.</b> The office is currently processing the return of trophies for the discipline awards ceremonies. Several meetings were attended by the Office Manager and Chairman in discussions with the new Forestry Agreement – and updated safety measures in off road sport.</p>	<p><b>Action.</b></p>
<p><b>9. SMS</b> Rory Bryant updated the Board on preparation for the presentation to SportsScotland by SMS at the end of October. The strategy presentation is ready to go. It has the full backing of the MSA Board following their last Board Meeting. A paper is to be presented by the SportsScotland partnership manager prior to the bid. This highlights progress on governance within the SACU. There was a brief review of the SACU reserves policy. A query on succession planning noted that it is built into the constitution on a three year cycle. Rory asked several questions on equality and diversity.</p>	
<p><b>10. Scottish Bike Show.</b> A McNaughton confirmed the availability of a stand for 12 bikes. An activity for the stand based on Trials is under discussion. This is awaiting approval from the event organiser. There was a discussion on corporate image for the stand. T shirts etc. The SACU insurer is willing to attend the show to answer rider questions. Data capture of new rider information and potential volunteers was suggested. The office to look at a basic database system for use at the show.</p>	<p><b>Action</b> Office to design basic access database for recording visitor interest and contact details</p>
<p><b>11. ACU communication –</b> There have been several calls from the ACU re the issuing of event permits . The ACU wishes to issue British Championship permits to ensure that any protests go to the ACU for resolution. Insurance to be issued by SACU. The SACU will meet the ACU with our insurer present to review any queries over current cover levels following email enquiries from the ACU. A review of our current Public Liability cover level to possibly increase it to £30m is to be discussed with our insurer. The annual insurance review meeting is to take place at the end of October.  A meeting with members of the ACU Board to be scheduled at Rugby to discuss any outstanding matters raised recently.</p>	<p><b>Action</b> Meet with insurer at the end of October          <b>Action</b> A Mack to arrange date for meeting with the ACU at Rugby</p>
<p><b>12. AOCB</b> Classic MX are seeking a quote for insurance for covering riders to go to classic MX des Nations. Currently they use an AMCA licence which includes insurance. W Brown to nominate a stand in to represent Classic sport and MX while he is away with work for 3 months . He apologises for the absence. Lewis Paterson is currently away to attend the Red Bull Rookies trial – the Management wished him the best of luck I Barnes attended a volunteering conference. It was noted that a large number of attendees were funded. Management of volunteers by volunteers was unusual. Funding for the SACU Trials Championship for 2016 is to be sponsored by Highland Leisure. For 2016 the British Trials Championships are coming to Scotland. 5 rounds . Quads – a donation towards their SACU awards cost was approved by the Directors after a request by the Quad committee . Office staff were requested to be available to assist at the event – A Mack agreed to present the Quad awards.</p>	<p><b>Action</b> Raise Classic MX insurance cost with insurer.</p>

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

Meeting closed at 10:45 pm

C Mackenzie - Minutes