

ACU EASTERN
ADMINISTRATION COMMITTEE MEETING No 2
15th MARCH 2023 AT 7.30pm BY ZOOM

Attendees	Mr A Penny –	President
	Mr C Keeble –	Chairman
	Mr A Hay -	Treasurer
	Mr A Foskew	-Vice Chairman

1 Introductions

1.1 The chairman opened the meeting and welcomed all attendees

2 Matters arising from previous minutes

2.1 CK reported that following agreement from the Gazette treasurer , announcement (previously term supplementary regs) for youth events would be published free of charge in the Gazette ;he had spoken to Norfolk and Suffolk Junior MCC who were pleased at the offer to publish their events but so far had not sent any details to the Gazette team, he had also spoken to Colchester MCC who had submitted the announcement for a youth only electric trial. He still had to speak with the organiser of Braintree Oset trials

3 Current Matters

3.1 Support from Clubs

CK reported that three clubs had not returned their contact details forms and six clubs had not nominated delegates to the Centre Board. It was agreed that CK would remind clubs of the need to nominate delegates before the July Board meeting.

3.2 Centre Handbooks

CK reported that the information for production of the handbook was now available. In the past Lings had supported the publication by having an advertisement on the outside rear cover and AH will make enquiries to find the point of contact at Lings to discuss a similar arrangement this year

3.3 Centre Data Base

CK reported that a centre data base has been set up by Paul Sewter with two main parts. The first part includes records of all people associated with the Centre to provide one single source of contact details. The Second part holds the centre fixture list but has a facility for the Centre treasurer to track permit fee rebates from head office and centre support payments from clubs, it also allows the Gazette treasurer to track payments for event announcements. At present the data bases can only be viewed by the Centre Chairman, the Centre treasurer ,the permits secretary and the Gazette treasurer (gazette matters only) Access will be extended to other Centre officers with appropriate safeguards in the future

3.4 Copdock Bike Show

CK reported that he had spoken to the show organisers who would welcome the Centre to have a stand at the show, there would be no charge and eight entry tickets would be provided; an invitation will be sent to CK in due course. CK will contact Triangle MCC to find out the practical issues with operating a stand.

3.5 Finance

3.5.1 AH reported that all basic permit rebates for years before 2022 have now been received from Head Office

3.5.2 AH reported that NSJMCC have paid centre support charges for 2022 but nothing yet for 2023 events

3.5.3 AH reported that he had emailed Head Office requesting assistance with confirming the status of the Centre for Barclays Bank but had not received a reply. CK will find out the name of the person at ACU Head Office who arranged a similar letter for Norfolk and Suffolk Group . AP reported that the Gazette treasurer had to provide similar documentation to Barclays for the Gazette accounts and CK agreed that he would discuss this with the Gazette treasurer.

3.5.4 AH reported that due to ACU Head Office being in the process of recruiting a new person as head of finance he had not pursued a schedule of dates for payment to the Centre but will request this information when appropriate.

3.5.5 AH reported that he had received basic payment rebates for some 2022 events

3.5.6 A policy for reimbursement of expenses incurred by people on behalf of the centre. AH will draft a policy for discussion at next month's meeting.

3.6 Matters for National Management Council

3.6.1 CK reported that Head Office have asked for matters for discussion at the next meeting of National management Council

3.6.2 It was agreed that two matters would be put forward

3.6.2.1 Request that ACU Head Office produce an organogram of all people at Head Office with the level of service period for responding to correspondence

3.6.2.2 In the light of the increased prominence of electric bikes and in support of the sport's green credentials the Sport committees be asked to review the rules relating to electric bikes.

3.7 Rights of Way

CK reported that he had been contacted by Ray Booty who is the Centres rights of way officer but also is a representative of the Association of Land Rover clubs at LARA. Ray advised CK that following the departure of Neil Doctor the ACU no longer had a representative at LARA and offered his assistance in the short term to protect ACU interests at LARA . CK had emailed Gary Thompson at Head Office but received no acknowledgement

3.8 Recognition of retired Officers

It was agreed that retired officers should receive appropriate recognition with further discussion at the next meeting.

3.9 Voting at Centre Board

3.9.1 It was noted that Vice Presidents do not have voting rights at Board meetings

3.9.2 The definition and voting rights of people who hold centre roles but are not specifically mentioned as Officers in the Bye Laws was discussed. CK to produce a schedule of roles for discussion at the next meeting

4 Any Other Business

4.1 AF asked if the Centre would pay hall hire costs for Marshals training event; this was agreed

4.2 CK reported that following discussion at the January Board meeting the Ben Fund Steward had obtained data from Head Office and produced a report for the Gazette

Date of next meeting 12 April 2023 at 7.30pm by ZOOM

The meeting closed at 8.45pm