

Draft Minutes and Actions of the 98th Meeting of the CLUB COUNCIL

Monday 16th February, commencing at 2pm online via Microsoft Teams.

Club Council Attendees:

Ian Jarrett, Club Leader - IJ
Janice Stace, Club Treasurer - JS
Mike Biss, Motoring Groups Deputy Leader - MB
Graham Davis, Camping and Caravanning Leader - GD
Bob Thomas, Local Groups Representative - BT
Denise Knight, Local Groups Representative – DK
Phil Pallent, Local Groups Representative - PP
Mike Harrison, Independent Council Member – MH
Richard Ashcroft, Independent Council Member – RA

By Invitation Attendees:

Clair McMahon, Head of Member and Business Operations - CM
Kadie Crichton, Senior Marketing Manager – KC
Brian Comber, Governor – BC
Geoff Gaunt, Vice Association Chair – GG

MINUTES

1. Opening Items

Apologies

Apologies given from Mark Brumwell.

Welcomes

IJ welcomed Brian Comber to the meeting and explained that, following discussions with the governors after the Annual General Meeting, it had been proposed that a governor attend Club Council meetings on a rotational basis to ensure they remain well-informed about Club Council activity.

Minutes of previous meeting

IJ gave approval for the minutes of 97th meeting.

Actions and Matters Arising

Action No.	Description of Action	Who's responsible?
1	IJ/MC to discuss sustainable practices in relation to Motorsport UK requirements ONGOING – CM has identified the right person to support this project going forward. IJ explained that Motorsport UK's sustainability focus has expanded beyond carbon offsetting, pushing motor clubs to review areas such as energy use, regulatory compliance and waste management. He noted this	Ian Jarret and Clair McMahon

	should be manageable for Boundless, as much of this is already covered corporately. He added that the carbon offsetting requirement now mainly applies to stage rallies in Wales, where organisers must obtain sustainability accreditation. Overall, the impact on Boundless is limited for now.	
2	MB/KC to review Motorsport UK registration contracts. ONGOING – KC explained they are having issues with Motorsport UK but hope to have an answer in the coming weeks.	Mike Biss and Kadie Crichton
3	Each Club Council member is to create a job description style document of what their individual role entails, including information you feel is important for someone considering the role in the future. ONGOING: Awaiting Independent Council Member and Deputy Motoring Leader. Additional information for Camping and Caravanning Leader.	Club Council
4	Club Council to review the strategy document and slides and feedback to Clair and Kadie COMPLETE	Club Council
5	Club Council to consider what success looks like to your subject areas and bring your thoughts to the next meeting. Discussion points 3.1 on the agenda.	Club Council
6	KC to discuss and review opportunities with the Events Team to promote the groups at Boundless events. ONGOING: KC has agreed with the events team to have business cards and small table banners at member events to showcase the range of events available to members. Once in place we can then see what other opportunities can be tested and evolve from there. IJ stated it's important that the club gets an opportunity to promote its events at boundless events.	Kadie Crichton
7	JS/KC to reach out to MG regarding the QBA form with support from the Finance Team. ONGOING: JS reached out to MG to find out more information, being investigated by the team.	Janice Stace and Kadie Crichton
8	ACTION: GG/KC to discuss with the LGR's regarding reports and reporting back to Local Groups regarding their comments. COMPLETE	Geoff Gaunt and Kadie Crichton
9	JS/KC to reach out to discuss the bank issue with BT COMPLETE	Janice Stace

2. Club Leader Update

Chair Election Results

KC confirmed that the Chair Election has closed. Graham Davis and Mike Harrison nominated

themselves for the role. After a concealed online vote KC announced Mike Harrison as the new Club Council Chair. IJ congratulated Mike Harrison and thanked Graham Davis.

Club Strategy Update

IJ explained that feedback from various stakeholders was incorporated into the strategy document, which has now been signed off after a meeting by the NEDs in January. IJ noted that Club Council members have received both the strategy and a practical overview of what it means for them. IJ emphasised that the organisation is at the beginning of this strategic journey, and the information shared outlines goals and expectations rather than immediate changes. Implementation will be gradual, with steady progression required to reach the key milestones set for 2028. Highlighting that change should be expected, but much of it will begin subtly and evolve over time.

CM reiterated that the strategy work is focused on defining the club's long-term goals and the measures needed to achieve them, with the overarching aim of making volunteering less burdensome and allowing volunteers to spend more time doing what they enjoy rather than administrative tasks. It was highlighted that, for the first time in many years, the club element is fully embedded within the wider organisational strategy, bringing investment, visibility and momentum. An engagement plan will be created to communicate timelines and upcoming changes to volunteers as projects become scoped out.

KC explained that the team is progressing in the background with several supporting initiatives which volunteers and members will start to see. A new volunteer webpage is going live this week, replacing the current version that lacks useful information and does not reflect volunteers' roles or experiences. The updated page will explain two of the introductory roles into volunteering with Boundless, answer common questions, and include a new interactive form that triggers the refreshed onboarding process. This will evolve further with the new site and build on the work the Council have done writing their role descriptions.

KC explained that when the volunteer form is completed, the team is notified and uses the responses to understand what the individual is interested in and how they prefer to be contacted, setting up a call or email to begin supporting them. The process includes connecting new volunteers with their local groups or helping them start new ones as needed.

KC stated that updates have been made to the welcome pack to include more information on volunteering and local groups. The Investing in Volunteers assessment has been completed, with results expected at the end of the month. The team have worked on the Sunflower Growalong campaign building 2,500 boxes for the launch in March and the Photography competition is back, launching early April. Additionally, new data-sharing agreements with the main social-breaks provider are complete so will allow pre-event, during-event and follow-up communications in the future, as well as the ability to target new members with similar profiles to increase engagement.

KC in regard to the New Group Pilot, that although three pilot groups were originally planned, updated data shows that Darlington currently has numbers too low to successfully launch a new group. In contrast, the Tamar Group and the Edinburgh and Lothian Groups are struggling with getting volunteers and are at risk of closing. To prevent their loss, these two groups will now be included in the pilot to help stabilise and retain them. Bath and Bournemouth will still be tested as potential new groups later in the year and groups nearby contacted when this is scheduled in.

IJ clarified that this shift in focus was not a unilateral decision from Brighton Office, but the result of feedback shared at the NED's discussion meeting in York in January, where leadership collectively agreed priorities and resource allocation. IJ emphasised that the approach has the full support of club leadership and reflects shared concerns and strategic direction. IJ also stated his desire to move away from referring to "Brighton" as "HQ," emphasising that it should instead be recognised as the "Brighton office," a supporting function rather than a directive authority. IJ clarified that recent involvement with

the board shows that Brighton's role is collaborative, support flows both upward and downward, reinforcing that the organisation should make use of this partnership approach.

Investing in Volunteers

KC reported that the Investing in Volunteers assessment is now complete, and they are awaiting the formal report. The assessor has already submitted her recommendations to her leadership team, with the final outcome expected in March. IJ expressed his thanks to everyone who took part in the interviews, both those originally selected and those who stepped in when additional slots were needed. IJ noted that several people, including MH and himself, were interviewed and found the experience interesting.

Award and Recognition

IJ acknowledged the need to address volunteer awards, rewards and recognition, noting that last year's approach received both criticism and positive feedback. IJ stressed that leadership has heard all feedback and is currently exploring a range of possible adjustments, though no decisions have been made and no major immediate changes should be expected. Based on the discussion had, IJ asked Club Council to reflect on the discussion and suggest what rewards may be appropriate.

ACTION: Club Council to suggest rewards in reflection of the discussion had regarding awards and recognition.

It was raised that some volunteers had requested a return to the former voucher system, IJ stated this is highly unlikely. GD raised that for geographically widespread groups, such as motoring, motorcycle, camping and caravanning, the current meal-based reward model may not be suitable. CM explained alternative options are being explored. GD and MB confirmed they will feedback to those volunteers who have raised questions for Club Council.

IJ stated discussions are ongoing at multiple levels, including CMG, NED meetings and board reports. GG added that Club Council should actively contribute ideas rather than wait for leadership and emphasising that recognition should remain flexible and evolve over time.

Succession Planning

IJ reiterated the importance of succession planning, noting that Club Council have been asked to produce role descriptions to help identify people with the right attributes and capacity to step into future roles. Without new volunteers coming forward, groups risk facing the same challenges currently affecting Tamar and Edinburgh & Lothians, where succession gaps are causing instability.

IJ highlighted that the Motoring Leader election has stalled, with no nominations despite repeated calls for volunteers. Attempts to approach potential candidates have been unsuccessful, raising concern about future leadership within motoring roles.

IJ noted that bringing people together at past events, such as the Annual Awards gathering, has been effective in sparking interest in volunteering, even if the process felt disruptive at the time.

CM added that the Club Strategy aims to create more flexible, less formal volunteering opportunities beyond committee roles, making it easier for people to participate in different ways.

GG emphasised that while the strategy aims to make volunteering easier, more enjoyable and less work-heavy, success also depends on attracting new people. GG stressed the need to simplify roles, strip tasks down to essentials, and improve how opportunities are advertised so they feel approachable rather than like formal job roles, ultimately helping engage members who are not yet involved.

IJ set an action for the Council to reflect on the discussion and think of ways to get volunteering opportunities out to the wider membership with support from Brighton Office and Local Group Representatives.

ACTION: Council to think of ways to get volunteering opportunities out to wider membership with support from Brighton Office and Local Group Representatives.

CM updated the Club Council on a governance matter requiring their decision. After consulting long-standing legal representative Katy Jones, Katy highlighted that the current arrangement, where co-opted Independent Council Members (ICMs) are non-voting, is not stated in the Articles but only in the Club Council's Terms of Reference. Katy advised that this is unusual, as co-opted members are appointed by the Council as trusted individuals, and therefore would ordinarily hold voting rights. Katy recommended reviewing and amending the Terms of Reference to align with good governance practice. After discussion RA, GD and PP agreed it was a valid point. PP emphasised that if the Council itself votes to co-opt someone, their participation should not be limited.

IJ confirmed there were no objections and the Council was happy to proceed with reviewing and updating the Terms of Reference to grant voting rights to co-opted ICMs.

ACTION: CM to feedback to Katy Jones and update Terms of Reference to grant voting rights to co-opted ICMs.

Health & Safety

IJ explained that the external Health & Safety consultant is currently reviewing Boundless' overall approach and is starting to support reviews of Member Communities activity. The consultant takes a practical stance, risk assessments should be completed to the appropriate level, rather than an unnecessary gold standard, to reduce burden on volunteers. IJ also recognised that the current form functions more as a compliance checklist than a true risk assessment, and work is underway to separate these into two clearer sections.

KC added that a new version of the risk assessment has already been drafted and is going to be piloted with Camping & Caravanning. This updated document is now in Word format for ease of use and has two parts: a simplified on-the-day compliance checklist, and a more flexible risk assessment section with example controls and space to tailor details as needed, like Motorsport UK templates. The draft is being reviewed by the consultant currently then will be sent to GD for user-side feedback from the Camping & Caravanning committee. KC stated that once finalised, the rest of the risk assessments will be formatted and shared with groups for input before wider rollout.

MB asked whether the club had considered the upcoming implications of Martyn's Law, particularly for larger events. MB noted that while most local group events fall below the thresholds, larger gatherings may require a terrorist threat assessment and formal registration once the legislation takes effect. CM thanked MB for raising the upcoming change and confirmed this has already been raised with the external Health & Safety consultant. CM explained that the law mainly affects events with over 200 attendees, with additional requirements for a lower "standard tier." Free training is available and may be offered to volunteers as needed. The club will develop frameworks and guidance for volunteers as part of its Health & Safety processes.

GD raised that volunteers would benefit from clearer guidance on near-miss reporting, as many are unsure what incidents qualify. KC proposed incorporating this clarification directly into the existing Health & Safety Guide to keep all Health & Safety information in one concise, central resource and avoid creating additional documents for volunteers.

3. Discussion Items

What does success look like?

IJ outlined that success for the Member Communities means groups can continue delivering a consistent program of activities, attract and retain new engaged members, and maintain healthy committees. For the wider membership, success would be members recognising the Boundless brand, understanding the breadth of experience on offer, and choosing to participate, supporting stable or growing overall membership.

GG added that Member Communities should become a compelling reason for people to join and stay with Boundless, rather than something members only discover later.

CM confirmed this aligns with the club strategy, highlighting ongoing work with technology and digital teams to bring volunteering and community activity to the forefront of the joining journey.

Council members noted that many members remain unaware of the activities available such as classic cars, motorsport, caravanning etc, indicating gaps in communication. The group discussed the need for stronger digital promotion, including improved web pages, better showcasing of opportunities, and enhanced use of online channels. IJ noted the association is bringing in digital expertise to elevate how content is presented across platforms, including the Boundless app.

KC shared the new website improvements coming in May and what new digital touchpoints are being explored, such as a private volunteer Facebook group for peer support and a wider Boundless community page for members to share experiences. KC stated these platforms would help surface activities, promote volunteering opportunities, and improve visibility of what Boundless offers in a more organic way.

IJ concluded with agreement that defining and communicating “what success looks like” must be an ongoing, collaborative effort, continuously feeding ideas back to Member Communities.

4. Any other business

Club Council Reporting

IJ opened a discussion about whether ongoing reports from groups should continue to be submitted for Club Council meetings. IJ explained that reports were not requested this time because the period since the last meeting fell over the winter close-season, during which most groups had limited activity. IJ questioned whether full reports were necessary going forward, suggesting it might be more helpful for Council members to bring only issues that require support or decisions, rather than full activity updates.

Council members reflected on the value of reports. Some noted that reports already capture issues for discussion, making parts of the report potentially redundant. Others highlighted the importance of sharing successes as well as challenges. It was stressed that reports help groups learn from one another, especially when good ideas or shared challenges emerge across different activity areas. JS added that while she enjoys reading the reports, it can be difficult for LGRs to continuously generate questions for their groups and suggested the Council could help shape the questions asked.

IJ proposed developing questions relating to discussion at the next Club Council meetings that goes to both interest groups and local groups. KC supported this approach, noting that volunteers want clarity on why questions are being asked and how their input is used based on feedback from the annual survey. CM suggested to ask around success as the Council had been asked today to give broader insight. KC suggested asking what the groups biggest frustration currently are, to allow us to try and address as a priority within the strategy. Council agreed to introduce three questions for the next

meeting: *What does success look like? What succession planning is in place? and What are your top frustrations?*

GG emphasised the need to ensure feedback is acknowledged, used meaningfully, and visibly communicated back to volunteers to show its value by the Club Council.

Articles

IJ raised the question of whether the number of Local Group Representatives (LGRs) should be increased so each representative supports a smaller number of groups, or whether the current structure of three LGRs remains appropriate. PP expressed that he is comfortable with the eight or nine groups he currently supports, even though his groups are geographically spread.

CM approached the issue from a future-proofing perspective, explaining that as the organisation grows and potentially introduces new local groups, the fixed number of LGRs could become restrictive. CM highlighted that the Articles currently specify exactly three LGRs, meaning any change would require waiting until the AGM to alter this. CM recommendation is to amend the Articles to state a minimum of three LGRs, with the precise number thereafter determined by the Club Council through its Terms of Reference. This would give the Council more flexibility and authority to scale LGR capacity as needed.

MB suggested tying LGR numbers to a maximum number of groups per representative. KC advised keeping the wording open to allow flexibility enabling volunteers who can only support a small number of groups to still take on an LGR role.

CM emphasised the recommendation would strengthen the decision-making authority of the Club Council. PP agreed the approach provides sensible future-proofing, noting that reducing LGR numbers could naturally happen by simply not renewing tenures.

IJ gave approval for the change and CM confirmed she will draft the proposed amendment for review, to take effect after the AGM if agreed, as it requires a special resolution.

ACTION: CM to draft the proposed amendment to the articles for the number of LGR roles.

GG asked whether CM had identified any other limitations within the Articles that might restrict the Club Council's ability to manage in the future. CM explained that one additional area under review is the reinstatement of the Social Committee as a formal seat on the Club Council. However, this requires further consideration, particularly whether the Articles should explicitly name the Social Committee or whether the authority to determine Council composition should sit fully with the Club Council itself. CM emphasised the importance of making the governance framework fit for purpose, especially as the organisation pursues a more ambitious strategy and invited Council members to flag any other restrictive clauses they have noticed.

5. Date of Next Meeting

Birmingham, Tuesday 21st April 2026

IJ said he would like to continue meeting with the LGRs and others ahead of each Club Council meeting to ensure they have everything they need but suggested holding these catch-ups electronically in the week before the meeting rather than on the afternoon of it, to make it easier for those who travel.

IJ thanked attendees including BC. BC expressed his appreciation for being included, noting how much the Council has changed since his earlier involvement.

IJ closed the meeting by thanking GG for his experience and input, as well as the Brighton office team and all attendees for their contributions, adding that he looked forward to the future of the Council.

ACTIONS

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2	MB/KC to review Motorsport UK registration contacts.	Mike Biss and Kadie Crichton
3	Each Club Council member is to create a job description style document of what their individual role entails, including information you feel is important for someone considering the role in the future.	Club Council
4	KC to discuss and review opportunities with the Events Team to promote the groups at Boundless events.	Kadie Crichton
5	JS/KC to reach out to MG regarding the QBA form with support from the Finance Team.	Janice Stace and Kadie Crichton
6	Club Council to suggest rewards in reflection of the discussion had regarding awards and recognition.	Club Council
7	Council to think of ways to get volunteering opportunities out to wider membership with support from Brighton Office and Local Group Representatives.	Club Council
8	CM to feedback to Katy Jones and update Terms of Reference to grant voting rights to co-opted ICMs.	Clair McMahon
9	CM to draft the proposed amendment to the articles for the number of LGR roles.	Clair McMahon