

SWAN WHEELERS

CYCLING CLUB



Committee meeting minutes

Wednesday 31st August 2016 (20:00hrs – 22:00hrs), The Mitre

Present

Stephen Turnock (ST), Lucy Seaborn (LS), Paul Seaborn (PTS) and Matt Hoey (MH)

Apologies for absence

None

Agenda items

1. Actions from previous meeting
2. Membership Secretary and Treasurer role vacancies
3. Club kit supplier
4. Summer event
5. Membership application process
6. Member points
7. Any other business

Comments, discussions and topics

Number	Description
1	<p>Actions from previous meeting</p> <p>Updates on actions can be found in the tables below. MH apologised for the lack of progress on his actions due to a busy summer at work and family holiday.</p>
2	<p>Membership Secretary and Treasurer roles</p> <p>The committee voted in favour of LS taking on the Treasurer role and MH taking on the Membership Secretary role in an interim capacity until permanent appointments were made.</p> <p>The options available to the committee on new appointments were made including coopting members as is permitted in the constitution and holding an EGM. An EGM was discounted due to the organisation and costs involved based on the level of turn out at the April AGM. Coopting was also discounted given there were at least two individuals who had expressed an interest in the Membership Secretary role. The committee agreed it was only fair that the members had their say and that a vote over email would be the most efficient and cost effective way to achieve this without an EGM.</p> <p>The timetable was agreed as:</p> <p>05/09 chair announce resignations via email to members and invite nominations</p>

	<p>11/09 final date for nominations</p> <p>12/09 voting starts</p> <p>25/09 voting ends</p> <p>26/09 announce the results</p> <p>It is noted here that the committee wished to nominate LS as Treasurer due to her book keeping experience. It was agreed that LS would then have three roles which isn't ideal from an individual or committee perspective. The process above would therefore include Social Secretary unless LS did not take the Treasurer role.</p>
3	<p>Kit supplier</p> <p>Following the difficulties in the ordering process with Velotec (incorrect pricing specified, wrong kit sizes sent, delivery of £700 worth of kit sent to the wrong address) as well as member feedback on the quality and randomness of the sizes, the committee agreed to explore other options. A preference for a British kit supplier (Velotec are based in Eire) was unanimously supported. ST to make investigations with the planned kit order on hold.</p>
4	<p>Summer event</p> <p>LS advised that the Pheasant (pub next to the windmill in Brill) is no longer opening in the morning. LS had contacted the George and Dragon coffee shop in Quanton instead who were happy to accommodate us. The event would therefore be modified to stop at Brill for the photo as planned and then proceed to Quanton for refreshments. The committee voted in favour of the club financing the refreshments (one tea or coffee and bacon sandwich or cake per member) providing members had signed up in advance to the event via the forum (to allow LS to advise the George and Dragon of numbers). Timings for the day were discussed:</p> <p>08:45 – meet at the Swan Pool as usual for 09:00 depart</p> <p>10:30 – rides arrive at Brill for photograph</p> <p>11:15 – rides arrive at Quanton for refreshments</p> <p>12:30 – 13:00 – return to Solstice Cycles for Swan Wheelers cakes</p> <p>PTS to advise the ride leaders of timings via email.</p>
5	<p>Membership application process</p> <p>MH proposed that membership applications switched from paper and a cheque to an electronic, online facility. The paper based approach is slow to process, cumbersome and requires cheques and cash to held somewhere. MH proposed British Cycling's club management tool as the solution (which we are already utilising as our member database). This would mean members can pay via debit or credit card and monies are transferred directly into the club's bank account.</p> <p>British Cycling charge £1 admin fee each time the service is used. It was suggested this was absorbed into the membership fee (ie membership remains at £15 to the member, but the club receives £14 after the BC fee).</p>

	<p>The committee voted in favour of this new process. MH to action ready for the new Membership Secretary to take on.</p>
6	<p>Member feedback</p> <p>The following member feedback had been received:</p> <ol style="list-style-type: none"> 1. Concerns over speed and distance objectives on leisure rides (Pete Coomber) 2. Committing ride leaders to a rota (Pete Coomber) 3. Alternative venue for social evening (Pete Coomber) <p>The committee discussed each point in turn.</p> <ol style="list-style-type: none"> 1. It was agreed that some indication of speed and distance should be provided to people otherwise they do not know what they are signing up for. The ride types page on the web site does indicate that the leisure ride progresses at the pace of the slowest rider. However, it was acknowledged this could be made clearer. MH will remove the taster page (now that the 2016 taster rides are over) and incorporate that information into the leisure ride description. 2. As the committee are also all ride leaders they agreed that it would be difficult to commit to a predefined rota due to family, social and other weekend commitments. PTS indicated he prefers managing the ride leader calendar as he does now. Although, the committee did accept that having 'Ride Leader TBC' in the calendar doesn't look very promising so PTS will remove. 3. The committee agreed that the Woolpack does get very busy at times which results in conversation being difficult due to the noise levels and people disappearing to the bar for 10-15 minutes waiting to be served. The Mitre was therefore suggested as an alternative location and will be trialled at the September social. MH to include in newsletter.
7	<p>Any other business</p> <p>First aid and ride leaders</p> <p>PTS raised the point around first aid training for ride leaders. This would need to be self-funded as the club could not afford to pay for this. As it is unfair to expect this of ride leaders, the St John's Ambulance App for Cyclists will be promoted as well as a reminder about carrying First Aid packs.</p> <p>Ride leaders</p> <p>A number of ride leaders are no longer responding to requests to lead rides. PTS agreed a policy of a targeted prompt after three months and if still no response after six months, they are considered as no longer wishing to lead rides and will be removed from the ride leader page and distribution list. Following the increase in membership, it was agreed there may be interest from the new members in leading rides. PTS to draft something for a future newsletter.</p>

	<p>Members</p> <p>MH reported that the club now has 54 members.</p> <p>Christmas meal</p> <p>The date of 25 November was thought to be a good target for the club Christmas meal. LS to make enquiries at Prezzo for that date and MH to include a hold the date item in the newsletter.</p> <p>Facebook page</p> <p>MH that Paul Scotney has withdrawn from social media leaving just MH as the admin of the club's Facebook page. PTS agreed to help administer it. MH to arrange.</p> <p>Banner at the Swan Pool</p> <p>Adam Pool had made some enquiries into advertising the club via a banner at the Swan Pool. The cost is £19.99. The committee agreed this was a good idea given the price and the willingness of the Swan Pool to display it. MH to create and send to Adam.</p>
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New actions			
Description	Owner	Due date	Comments
Send email to announce resignations	ST	05/09/2016	
Collate nominations	MH	11/09/2016	
Send email to invite votes	ST	12/09/2016	
Remove 'Ride Leader TBC' for future rides	PTS	16/09/2016	
Create and send banner design to Adam Pool	MH	16/09/2016	
Remove taster web page and incorporate information into ride types pages	MH	16/09/2016	
Set up PTS as admin on Facebook page	MH	16/09/2016	
Investigate and propose new kit supplier	ST	19/09/2016	
Collate votes	MH	25/09/2016	
Send email announcing new appointments	ST	26/09/2016	
Set up electronic member applications and renewals	MH	26/09/2016	

Write ride leader recruitment piece for newsletter	PTS	30/09/2016	
Begin organising the Christmas meal	LS	30/09/2016	

Outstanding actions			
Description	Owner	Due date	Comments
Check the insurance/legals on running a club time trial taster event	MH	31/08/2016	
Create A5 sized posters	MH	30/04/2016	May need poster review as current design will expire in September
Posters into Waitrose and the Post Office	LS	06/05/2016	Need A5 posters
Plan for September club kit order	MH	On hold	
Request information from ride leaders again to update the ride leaders page	MH	30/06/2016	
Research age limits on rides	MH	30/06/2016	
Continue to organise the summer event	LS	11/09/2016	Ongoing
Supply digital SLR for summer event	ST	11/09/2016	Ongoing
Supply Swan Wheelers cup cakes for summer event	LS	11/09/2016	Ongoing
Make amendments to committee role descriptions an add to web site	MH	30/09/2016	
Make amendments to complaints procedure and add to web site	MH	30/09/2016	

Completed actions			
Description	Owner	Due date	Comments
Continually promote summer event via the forum and other media	MH	31/08/2016	

Date of next meeting