

SWAN WHEELERS

CYCLING CLUB



Committee meeting minutes

Tuesday 7th June 2016 (20:00hrs – 21:30hrs), The Mitre

Present

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

Apologies for absence

Paul Scotney (PS)

Agenda items

1. Actions from previous meeting
2. Club kit orders
3. Ride leaders
4. Age limits for rides
5. Web site - deputy and forum usage review
6. Complaints procedure (member suggestion)
7. Ride sheet (member suggestion)
8. Summer event
9. Cycling UK/CTC vote
10. Any other business

Comments, discussions and topics

Number	Description
1	<p>Actions from previous meeting</p> <p>Updates on the actions can be seen in the tables below. A few were rolled over into the outstanding actions table due to lack of time to fulfil.</p> <p>ST brought along draft role descriptions which the committee agreed to review in more detail once posted to Google Drive.</p>
2	<p>Club kit orders</p> <p>Orders for short sleeved jerseys and bibs shorts. The committee agreed on ordering a couple extra of each items to hold as stock allowing a limited number of member purchases outside the ordering windows. MH confirmed the results of the member vote to have 'Buckingham' added to the kit – this will be above the pockets. MH indicated a mixed experience with Velotec in that they'd been extremely helpful with revising the kit design to include 'Buckingham' but hadn't been clear in the jersey type we normally order. This has resulted in members paying the wrong amount for the jerseys (a shortfall of £7 per jersey). MH to write with apologies to the members who have ordered to request the additional payment. The next kit order was confirmed as September. MH also indicated Velotec have dropped their minimum order quantity down to 7 which is helpful for a club of our size.</p>

3	<p>Ride leaders</p> <p>Despite increasing the ride leader pool, there are still challenges getting the calendar filled on some occasions. PTS asked the committee members to help recruit ride leaders when out on the club rides if the calendar is blank for the following week.</p> <p>Taster rides are not being taken up by non-members, however, it was agreed their existence and advertisement has helped promote the club. Therefore, the taster ride will merge with the leisure on those weekends but will remain in the calendar as a separate entity.</p> <p>MH indicated difficulty in obtaining content from the ride leaders for the ride leader page. The committee agreed on another push for content and then go with publishing information on those that had responded.</p> <p>PTS also indicated that he will request ride leaders to advise him of more accurate mileage estimations if the ride length is going to change from the base distance (eg specifying 49 miles instead of '40+').</p> <p>PTS will also advise the ride leaders aren't tied to the distance and can chose to undertake longer rides over the summer (eg 60 or more) provided suitable notice is given for adding to the calendar and publicising to the members.</p>
4	<p>Age limits on rides</p> <p>A query about insurance and other responsibilities has been raised in terms of an age limit for riders on club rides. MH to find out from British Cycling and/or Cycling UK [CTC]</p>
5	<p>Web site</p> <p>In order to provide cover for the updating and management of the web site, PTS will deputise on the web administrator role. MH to provide credentials to PTS and any necessary coaching.</p> <p>Additionally, all committee members will be made moderators on the forum and LS and PTS will also assist with the club's Twitter account.</p>
6	<p>Complaints procedure (member suggestion)</p> <p>It has been asked by a member that the committee considers a complaints procedure. ST agreed to draw one up and circulate for review and agreement.</p>
7	<p>Ride sheet (member suggestion)</p> <p>A suggestion has been received around ride sheets in that they could be pre-populated with member details to save having to write them out each time and only sign in. This would help with readability of information. This drew mixed reviews from the committee in that the benefits could be clearly seen but there were administration overhead and data protection concerns. After some debate, the committee agreed it wasn't feasible. There have been minor grumbles about the ride sheet layout so an alternative format of the current ride sheet in portrait format was agreed.</p>
8	<p>Summer event</p> <p>Whilst there seems to be a general desire to do a summer event, no specific suggestions for events have come forward from the membership. The idea of going to Brill to recreate the classic Swan Wheelers photograph was floated at the AGM and received a positive response. Therefore, the committee discussed plans for "All rides lead to Brill – Swans Summer special" (working title!). 11th September was proposed to avoid the school</p>

	summer holidays and allow sufficient time for preparation and advertisement. The suggestion was that instead of the usual café stop, the leisure, medium and fast rides will all meet at Brill windmill (rides will leave separately as usual and maintain their normal speeds taking different routes to Brill). LS agreed to plan the event including enquiring with the pub at Brill (The Pheasant) around refreshments. PTS to add to the calendar.
9.	Cycling UK/CTC vote MH explained the CTC recently rebranded and changed its name to Cycling UK. However, they have been petitioned by some of their member base to change the name back to CTC. A voting slip has been sent to the club. MH will ask the membership but for the record the committee did not have a strong view either way.
10	Any other business MH proposed that committee minutes should go in a public area in the member forum. The committee agreed.

New actions			
Description	Owner	Due date	Comments
Post committee roles to Google Drive and circulate for review and comment amongst the committee	ST	17/06/2016	
Write to apologise and request additional payment for short sleeve jersey orders	MH	10/08/2016	
Plan for September club kit order	MH	21/08/2016	
Request information from ride leaders again to update the ride leaders page	MH	30/06/2016	
Provide web site access credentials to PTS	MH	20/06/2016	
Set up all committee members as moderators on the forum	MH	20/06/2016	
Provide access to the club's Twitter account to PTS and LS	MH	20/06/2016	
Draw up draft complaints procedure for review	ST	17/06/2016	

Email to ride leaders around length of rides and specifying distance	PTS	30/06/2016	
Research age limits on rides	MH	30/06/2016	
Revise ride sheet to portrait	MH	19/06/2016	
Organise Brill event	LS	01/09/2016	
Add Brill event to the ride calendar	PTS	30/06/2016	
Obtain member view of Cycling UK/CTC for vote	MH	01/07/2016	
Book next meeting	MH	01/07/2016	

Outstanding actions			
Description	Owner	Due date	Comments
Draft for Buckingham Advertiser article	MH	25/04/2016	Suggestion is we hold on this one
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

Completed actions			
Description	Owner	Due date	Comments
Update the signing on sheet (member number)	MH	22/04/2016	
Newsletter	MH	27/04/2016	Two editions now published
Add mid-week ride to calendar	PTS	27/04/2016	Done and proving popular
Set up points competition spreadsheet	PTS	30/04/2016	PTS indicated he will aim to update every 2/3 weeks
Set up points competition web page	MH	30/04/2016	Done and promoted
Set up suggestion box forum	MH	30/04/2016	Done and has had limited use
Post request for summer special suggestions	MH	30/04/2016	
Plan first mid-week ride	LS	04/05/2016	

Check with Velotec on having 'Buckingham' added to the jersey	MH	06/05/2016	Done and member vote taken place to decide
Committee role descriptions	ST	31/05/2016	New action for committee to review
Book next meeting	MH	01/06/2016	

Date of next meeting

13 July 2016
