

SWAN WHEELERS

CYCLING CLUB



Committee meeting minutes

Wednesday 25th January 2017 (20:00hrs – 22:00hrs), The Mitre

Present

Julie Brash (JB), Matt Hoey (MH), Lucy Seaborn (LS), Paul Seaborn (PS), Stephen Turnock (ST), Paul Woodham (PW)

Apologies for absence

None

Agenda items

1. Actions from previous meeting
2. Update from each officer
3. Member raised items
4. Membership card and membership data
5. Survey results analysis/2017 planning
6. Any other business

Comments, discussions and topics

Number	Description
1	<p>Actions from previous meeting</p> <p>Updates on the actions from the last meeting can be found in the tables over the page.</p>
2	<p>Officer updates</p> <p>Ride cancellations</p> <p>PS flagged that uncertainty still exists around cancelling rides due to the weather. The committee agreed with PS' suggestion that if the weather forecast 24 hours in advance of a ride predicted a temperature of less than 3 degrees Celsius/too windy/too wet then PS would contact the ride leaders to discuss whether the rides should go ahead. This would see cancellation in the calendar and notifications placed on the forum, Twitter and Facebook. PS to draw up a brief policy statement around this for the web site.</p> <p>Ride leaders</p> <p>Despite the renewed commitment sought in autumn last year, not all ride leaders are leading one ride per month. PS to identify and contact, recruiting new if necessary.</p>

	<p>Posters/banner</p> <p>The committee approved the design for the banner to be displayed outside the Swan Pool and also a smaller version to put up around the town. MH to distribute.</p> <p>British Cycling and Cycling UK (formerly CTC)</p> <p>After reviewing the insurance policies from both organisations the committee voted not to spend the money renewing with Cycling UK as it was felt we do not gain anything more than we already have with British Cycling.</p> <p>AGM</p> <p>MH flagged that we need to prepare for the AGM and suggested we make it more of a draw than just a meeting to encourage participation and provide another opportunity for a whole club social event. JB suggested hiring the back room at Prego which is a suitable size and would allow food and drink to be provided/purchased. JB to find out if the room is available for 21/04/2017 or 28/04/2017. Post meeting note: the committee agreed 21/04/2017 was a more suitable date as 28/04 is a bank holiday weekend.</p> <p>Buckingham town council register</p> <p>Phil Metcalf kindly flagged a Facebook post from Buckingham Town Council looking to create a register of local sports/activity providers. MH indicated that he has supplied the necessary details to allow us to be on the register and that we would be interested in taking part in a 'market place' event of local sports clubs if this were to go ahead later in the year.</p> <p>Social events</p> <p>In light of making the AGM a social event, plans to hire the Verney Close community centre for a Saturday morning event have been put on hold. Another evening event such as 10 pin bowling was suggested by JB. Enquiries to be made.</p> <p>Club bank account</p> <p>LS explained that the changes to the signatories and address on the club account have been completed. LS is still waiting for previous statements but has requested electronic banking on the account so will be able to trace back and fully audit the accounts ahead of the AGM.</p>
3	<p>Member raised items</p> <p>One submitted item from Keith Rose around Wednesday rides and the possibility of having two rides: leisure and medium. The committee discussed and will attempt to provide this, although it was noted that we probably won't be able to recruit two ride leaders every single week. Two rides on a Wednesday will start on 1 February. PS to add to the calendar, MH to add to the newsletter.</p>

4	<p>Membership cards and member data</p> <p>MH explained that the need to adhere to our commitment to members not to share their data with anyone and our commitment to the data protection act means that it is going to prove tricky to provide member benefit options without membership cards. The committee agreed that we should look into reinstating membership cards but a more durable version which do not require the purchase of a laminator. PW indicated he would be happy to administer.</p>
5	<p>Survey results/2017 planning</p> <p>The committee discussed the results of the member survey which was extremely positive throughout. The notable points from the lengthy discussion and drawing upon of feedback were that in 2017 we will aim to:</p> <ul style="list-style-type: none"> - Run a club only 10 mile time trial event (PW and ST to investigate course options) - Run a navigational challenge on Easter weekend (MH and ST to draw up plans, LS to source prizes) - Run an out and bike leisure and faster rider paired event (later in the summer) - Put on Gran Fondo Saturday Specials once a month from May to September - Run mountain bike trips (volunteers needed to help organise) - Put on another Velodrome trip (MH) <p>The feedback indicated the Brill event was made all the more enjoyable with the whole club coming together. There were several calls to have the whole club come together more often. The committee therefore proposed that the all club rides visit the same café stop on or on the nearest Sunday to each equinox and solstice (a total of four per year) – PS to add to calendar.</p> <p>Finally, a buy and sell area on the forum was a popular request. MH to create one.</p>
6	<p>AOB</p> <p>Consideration for informal awards at the AGM (ALL)</p> <p>MH to contact Cycling Weekly to see if we can be featured in their regular club profile.</p>

New actions			
Description	Owner	Due date	Comments
Start retaining a list of non members who ride with us so we can contact them if they subsequently decide not to join	PS	22/03/2017	
Review ride leader statistics since commitment renewal,	PS	22/03/2017	

contact and recruit any replacements			
Amend calendar to show leisure and medium rides on Wednesdays from 01/02/2017	PS	01/02/2017	
Add solstice/equinox same café stop to the ride calendar	PS	01/03/2017	
Investigate and book Prego for the AGM on 21/04/2017	JB	15/02/2017	
Investigate possibility of ten pin bowling evening	JB	22/03/2017	
Distribute new posters	MH	10/02/2017	
Research TT course	PW & ST	22/03/2017	
Plan navigational challenge	MH & ST	22/03/2017	
Plan velodrome trip	MH	22/03/2017	
Investigate options for Easter navigational challenge	LS	22/03/2017	

Outstanding actions			
Description	Owner	Due date	Comments
Investigate if we should be utilising other social media	MH	25/01/2017	
Posters into Waitrose and the Post Office	LS	31/12/2016	Pending printing of posters
Draw up guidance for Ride Leader pre ride briefing to the group	PS	25/01/2017	
Publicise new discount at Lee Therapies on web site	MH	25/01/2017 (dependent on above)	
Email to ride leaders for advice on Create and publish policy for cancelling rides due to inclement weather	PS	12/02/2017	
Collect previous statements from Paul @ Solstice	LS	31/12/2016	Requested - still waiting

Set up electronic banking on the club bank account	LS	31/12/2016	Now in progress – awaiting delivery of card reader from Lloyds
Investigate alternative, cost-free membership card solution	MH	31/10/2016	

Completed actions			
Description	Owner	Due date	Comments
Crib sheet for forum usernames to allow identification of real names	MH	31/12/2016	
Investigate if we can make the Facebook page more 'open'/'accessible'	MH	25/01/2017	
Distribute insurance policies for BC and Cycling UK to committee	MH	31/01/2017	
Committee to review insurance policies to confirm only one affiliation is needed	ALL	25/01/2017	
Publicise additional months membership from 01/12/2017	MH	Ongoing until Feb 2017	
Determine if we can easily obtain member email addresses for those who have ridden but not joined this year	PS	31/12/2016	
Confirm with Lee Therapies the discount and how members can be identified (without paper cards)	PW	25/01/2017	
Add new ride sheet to web site	PS	09/12/2016	
Update calendar with new ride distance bandings	PS	09/12/2016	
Commence investigation for spring social	JB	25/01/2017	
Create and publish member survey	MH	12/12/2016	
Create A5 sized posters	MH	31/10/2016	

Create and send banner design to Adam Pool	MH	31/12/2016	
Request information from ride leaders again to update the ride leaders page	MH	31/12/2016	
Check with Paul @ Solstice about BC affiliation fee	MH	31/12/2016	
Amend signatories on the club bank account to LS, ST and MH	LS	31/12/2016	
Amend address on the club bank account to LS home	LS	31/12/2016	
Issue information on club insurance and that it does not cover individual members	MH	31/10/2016	

Date of next meeting

22 March 2017; 8pm; The Mitre