

SWAN WHEELERS

CYCLING CLUB



Committee meeting minutes

Wednesday 21st March 2018 (20:00hrs – 21:00hrs), The Mitre

Present

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

Apologies for absence

None

Agenda items

1. Review of actions from last meeting
2. The numbers (finance and membership - incl renewals so far)
3. Swan Wheelers web domain
4. AGM agenda finalisation
5. Plan for any items that need handing over to the next committee
6. AOB

Comments, discussions and topics

Number

1	Review of actions Updates on actions from previous meetings can be found in the tables over the page.
2	The numbers PW: Membership at 63 (18 renewals so far) LS: Club bank balance £1,385.68
3	Web domain Following the discussions at the last committee meeting, MH explained that he had been unable to make contact regarding the swanwheelers.cc domain. He also tried the hosting company where the domain is registered (123-reg) but they were less than helpful (awful in fact!) The alternative domain of swanwheelers.bike has been secured for £51 (cheaper than Solstice were paying for the .cc address) with Go Daddy hosting for the next two years. MH explained that as we don't control swanwheelers.cc we have two options:

	<ol style="list-style-type: none"> 1. to replicate the web site and modify the original so that swanwheelers.cc traffic gets forwarded to swanwheelers.bike (cost £68) 2. to simply sever the swanwheelers.cc domain from the web site (cost free but there will be a period of a few days where we do not appear in Google search results and going forward anyone going to swanwheelers.cc will receive a site not found message) <p>MH agreed to check for any other options but the committee were in favour of option 2. This would mean the banner at the Swan Pool would either need to be modified or taken down and replaced.</p>
4	<p>AGM agenda finalisation</p> <p>Lucy confirmed the booking at Prego on 13th April.</p> <p>The committee went through the agenda and agreed on the awards. See the actions for individual committee member actions ahead of the AGM.</p>
5	<p>Items to hand over to the next committee</p> <p>The following items were flagged to hand over to the next committee.</p> <p>MH:</p> <ul style="list-style-type: none"> - continuation of actions required to ensure the club meets the new General Data Protection Regulation (GDPR) - for club kit, either continue with Champion System as supplier and contact them to remove the Solstice Cycles logo or seek a new club kit supplier (obviously not including the SC logo in the proofs!) - Swan Pool banner replacement <p>PW:</p> <ul style="list-style-type: none"> - organisation of events (velodrome, London Six Day)
6	<p>Any other business</p> <p>ST suggested the following events:</p> <ul style="list-style-type: none"> - handicap competition - hill climbs - time trials <p>to vary the Sunday morning routine and perhaps attract more members to the club.</p>

New actions			
Description	Owner	Due date	Comments
Move to new web domain	MH	13/04/2018	
Send out membership renewal reminders via email	MH & PW	31/03/2018 - 28/04/2018	

Send out final call for photos for the awards	MH	31/03/2018	
Send out reminder for AGM and nominations	MH	31/03/2018	
Compile photo reel for AGM	MH	13/04/2018	
Supply AGM numbers to LS	MH	11/04/2018	
Order required pizzas (1 for every 3 people + 3 extra)	LS	13/04/2018	
Compile top 3 mileage from Strava for the awards	ST	11/04/2018	
Organise engraving of the trophy for the rider competition	PS	13/04/2018	
Obtain Wiggle voucher for rider competition	PS	13/04/2018	

Outstanding actions			
Description	Owner	Due date	Comments
Plan London Six Day trip	TBC	31/05/2018	
Plan Derby Velodrome trip	TBC	30/04/2018	
Investigate costs for SWCC bidons	MH	28/02/2018	Quote received. Order in progress
Remove Solstice logo from the club kit designs	TBC	31/04/2018	For the next club secretary
Ensure the club meets GDPR	TBC	25/05/2018	For the next web administrator
Update Swan Pool banner	TBC	31/03/2018	

Completed actions			
Description	Owner	Due date	Comments
Publish revised club rules	MH	28/02/2018	Done and now part of Ts & Cs
Publish web acceptable use policy and incorporate into Ts&Cs	MH	28/02/2018	Done and now part of Ts & Cs

Update British Cycling on loss of sponsor and seek affiliation fee rebate	MH	28/02/2018	Contacted but no rebate could be sought
Secure swanwheelers.cc or new domain	MH	28/02/2018	swanwheelers.bike secured
Help with ride coordination, if required	PW		Not required
Book Prego for the AGM on 13/04/2018	LS	28/02/2018	Booked
Put together AGM pack	MH	13/03/2018	Done and sent out

Date of next meeting

To be decided by the club secretary elected at the AGM on 13/04/2018