

SWAN WHEELERS

CYCLING CLUB



Committee meeting minutes

Tuesday 29th November 2016 (20:00hrs – 22:00hrs), The Mitre

Present

Julie Brash (JB), Matt Hoey (MH), Lucy Seaborn (LS), Paul Seaborn (PTS), Paul Woodham (PW)

Apologies for absence

None

Agenda items

1. Actions from previous meeting
2. Webmaster's update
3. Club secretary's update
4. Chair's update
5. Membership secretary's update
6. Ride coordinator's update
7. Treasurer's update
8. Social secretary's update
9. Member submitted items
10. Brainstorming for 2017
11. Any other business

Comments, discussions and topics

Number	Description
1	Actions from previous meeting Updates on actions can be found in the tables over the page.
2	Webmaster's update MH explained the forum authentication process had been changed. This was due to Mozilla closing their 'Persona' service. The new mechanism comes as part of the forum package which we get free so we have little choice over the matter. MH to monitor to ensure everyone can still access. JB asked if a forum crib sheet could be made available to the committee given not everyone on there is identifiable from their chosen username. MH to prepare and add to the committee area of the forum. PW asked if we could make the club's Facebook page more interactive (ie allow others to post on the timeline). MH to investigate options.

	<p>MH advised we have an Instagram account but it is not being utilised. MH to consider how if this and/or any other social media could be used to help promote the club.</p>
3	<p>Club secretary's update</p> <p>MH has paid for the renewal of the club's British Cycling membership for 2017 - £147. As the renewal includes a sponsorship fee, MH to ask if Paul Scotney would be willing to fund as commercial sponsor. Funds to be reimbursed to MH from club bank account otherwise.</p> <p>Following the research on 'do we need both British Cycling and Cycling UK (CTC) affiliation?'. MH advised he had read through both insurance policies and could not see a case for the club paying for two similar affiliations. MH to circulate details of both to the committee for a second opinion. If agreed, British Cycling would be the preferred option to keep given the additional resources it provides (eg online membership application).</p> <p>MH reported back on his investigations as to what requirements would need to be fulfilled for under 18s to join the club. These were:</p> <ol style="list-style-type: none"> 1. Must have a Club Welfare Officer (CWO) 2. The CWO must pass a Disclosure and Barring Service Check (which British Cycling would pay for) 3. CWO must complete the Educare 'Child Protection in Sport and Active Leisure' online learning as a minimum. <p>Given we are not aware of any minors expressing an interesting in joining the club at this point in time, the committee agreed that we would postpone progressing this until the club grew in size and/or interest from minors became apparent.</p> <p>MH advised he is attending a British Cycling Ride Leader award level 1 course in January (free of charge). MH to report back on whether this is worth us exclusively facilitating for the club's ride leaders in 2017.</p>
4	<p>Chair's update</p> <p>Whilst it was only a few cases, ST explained he'd received disappointing reports where the ride leader's authority was not being respected. This was in terms of maintenance of the ride speed during the ride, going off the front of the group without having the route in place ultimately leading to delays as the riders have to be retrieved and others undermining the ride leaders' actions or route without good cause.</p> <p>The committee agreed we need to re-establish etiquette around rides and ride leaders. Part of this re-establishment would be a short briefing by the ride leader at the start of the ride – PS agreed to draft.</p>
5	<p>Membership secretary's update</p> <p>No new joiners since the last committee meeting which is expected at this time of year. Membership count remains at 59. Members joining from 1 December 2017 and 31 March 2017 will receive membership until 31 March 2018 as an incentive to join during the colder weather months. MH to publicise via Facebook & Twitter. PW to add to the open section of the forum.</p>

	<p>ST suggested chasing up those people who have ridden with the club but did not subsequently join. PS to determine whether this information is easily accessible from previous ride sheets.</p> <p>PW has secured a new discount for members at Lee Therapies in Buckingham for discounted massages (£35 instead of £40). Given we no longer issue paper membership cards, PW indicated he would provide a membership list to Lee so he could check those wishing to use his services were indeed Swan Wheelers members. MH to add to newsletter and web site.</p> <p>Post meeting addendum to these minutes: the committee have had further discussions on this given that to supply member details to Lee Therapies would be a breach of the Club's commitment/promise not share data with third parties. Several alternatives have been discussed over email, but this issue will be tabled at the committee meeting in January. In the meantime, members can use their SW cards if they have them, British Cycling members have 'Swan Wheelers' printed on their membership card or as a last resort, Lee can contact PW to confirm membership.</p>
6	<p>Ride coordinator's update</p> <p>PS advised a revised ride sheet was now available. MH to add to web site.</p> <p>PS explained that a number of members were unsure as to what to expect on rides given all types are published in the calendar as 30-40 but medium and fast rarely are.</p> <p>New distance bands were agreed as:</p> <p>Leisure: 30-40 miles Medium: 35-50 miles Fast: 40-60 miles</p>
7	<p>Treasurer's update</p> <p>Form to switch the signatories of the club account from Paul Scotney, Pete Coomber, Mike Daly and Chris Wayman completed by the new signatories (LS, ST, MH). Additionally, the same form is being used to switch the postal address of the account from Paul Scotney's to LS.</p> <p>Two of the existing signatories are required to sign to authorise the change. Paul Scotney and Mike Daly have agreed to do this (form now at Solstice Cycles for this purpose). LS aiming to pick up and submit to Lloyds week beginning 05/12/2016.</p>
8	<p>Social secretary's update</p> <p>The club Christmas meal was well attended and enjoyed. We may need to review strategies for ensuring the bill is split fairly for future events of that nature.</p> <p>The next social evening falls on 30 December. It was agreed this should still go ahead as planned.</p> <p>The social evening venue continues to be the Mitre.</p>

9	<p>Member submitted items</p> <p>There were no items submitted by members for this committee meeting.</p>
10	<p>2017 brainstorm</p> <p>The committee discussed ideas for the club in 2017.</p> <p>MH outlined an idea around a club handicap competition (just for fun) to run throughout late spring/summer. Individual events could include a time trial, hill climb, downhill roll, paired out and back, cat and mouse. Handicapping faster riders would ensure everyone stood an equal chance.</p> <p>JB proposed a social in spring in terms of a coffee and cake morning at the community centre on Verney Close. This would be a chance for members to get together, families could also come along and also potential members. Practical demonstrations (eg puncture change) and perhaps a turbo trainer minute challenge could also feature.</p> <p>More Gran Fondos (longer rides) were suggested and also 'Saturday Special' rides in order to ride routes which take in coffee shops which are not open on Sunday (eg Hook Norton Brewery).</p> <p>MH to set up survey to members for their input.</p>
11	<p>Any other business</p> <p>With the onset of winter, the committee discussed the best way to notify of ride cancellations. We should endeavour to make this decision by 6pm the night before the ride. Ride leaders should post in the forum – In the Saddle \ Club rides and send PS an email. MH/PS to then also convey the message via Twitter and Facebook. PS to write to ride leaders to explain.</p>

New 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	
Investigate if we should be utilising other social media	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	
Draw up guidance for Ride Leader pre ride briefing to the group	PS	25/01/2017	
Publicise additional months membership from 01/12/2017	MH & PW	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)	PS	25/01/2017	
Publicise new discount at Lee Therapies on web site	MH	25/01/2017 (dependent on above)	
Add new ride sheet to web site	MH	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	
Email to ride leaders for advice on cancelling rides	PS	16/12/2016	

Outstanding actions			
Description	Owner	Due date	Comments
Create A5 sized posters	MH	31/10/2016	Will create posters which match the one being designed for the Swan
Posters into Waitrose and the Post Office	LS	31/12/2016	Need A5 posters
Create and send banner design to Adam Pool	MH	31/12/2016	New target date

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	In progress – see item 7 in the main body of the minutes
Amend address on the club bank account to LS home	LS	31/12/2016	In progress – see item 7 in the main body of the minutes
Collect previous statements from Paul @ Solstice	LS	31/12/2016	Requested
Set up electronic banking on the club bank account	LS	31/12/2016	Can't progress until signatories changed
Investigate alternative, cost-free membership card solution	MH	31/10/2016	
Issue information on club insurance and that it does not cover individual members	MH	31/10/2016	Done via newsletter but more work needed

Completed actions			
Description	Owner	Due date	Comments
Add PW to the BC club management tool	MH	07/10/2016	
Announce Christmas meal and ask for deposits	JB	14/10/2016	
Set up PTS as admin on Facebook page	MH	16/09/2016	
Investigate if we need both BC and Cycling UK affiliation	MH	31/12/2016	
Change kit supplier from Velotec to Champion System	MH	30/11/2016	
Communicate change of approach to mid week rides to ride leaders	PS	12/10/2016	
Update the website with the new mid week start time	MH	14/10/2016	

Mark medium and fast rides on the first Sunday of the month as 'step up' rides	PS	31/10/2016	
Feedback on ride speed to members	MH	24/10/2016	
Communicate to ride leaders to gain commitment of leading one ride per month/drop any non responders	PS	14/10/2016	
Investigate potential implications/requirements of allowing under 18s to join the rides	MH	31/10/2016	
Determine if there is interest in joining a Swan Wheelers WhatsApp group	PW	30/11/2016	Continue to use the forum following further consideration.
Amend the ride sheet	PS	31/10/2016	

Date of next meeting

25 January 2017; 8pm; The Mitre