

SWAN WHEELERS

CYCLING CLUB



## Committee meeting minutes

Wednesday 8<sup>th</sup> November 2017 (20:00hrs – 21:30hrs), 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
2. The numbers
3. Christmas meal arrangements
4. Solstice ride
5. Christmas timetable
6. Club survey
7. Membership offer
8. Any other business
9. Date of next meeting

### Comments, discussions and topics

#### Number

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|---|--|
| 1 | <b>Review of actions</b><br>Updates on actions from previous meetings can be found in the tables over the page.  |
| 2 | <b>The numbers</b><br>PW: Membership at 61<br>LS: Club bank balance £1607.87   |
| 3 | <b>Christmas meal arrangements</b><br>At the date of the meeting 15 members had signed up for the Christmas meal. MH to post multiple reminders/notices online to encourage more take up. As it's Christmas celebrations, LS suggested the club supply a few bottles of wine/soft drinks for the tables at the beginning. LS to arrange.<br>In terms of payment, it was agreed, that we will ask them to bill the [expected] two tables separately. A smaller number of people on each bill should make it easier to divide it up fairly. ST to remind everyone at the start |

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|   | during the Chair's Christmas speech to keep a rough idea on how much each has spent to ensure a fair division at the end for all.  |
| 4 | <p><b>Winter solstice ride</b></p> <p>The winter solstice ride is scheduled to take place on 17/12/2017. The committee agreed on Waterperry as the first choice for the café stop (large enough so we don't need to book) with Salcey Forest the back up choice in case of less ideal weather. PS to recruit ride leaders for the Solstice ride.</p>   |
| 5 | <p><b>Christmas ride calendar</b></p> <p>Due to the way Christmas falls this year, it was agreed the rides would run as usual on Sunday 24<sup>th</sup> December, Wednesday 27<sup>th</sup> December and Sunday 31<sup>st</sup> December. Depending on turn out on the day, the midweek ride may split into appropriate speed groups.</p>  |
| 6 | <p><b>Club survey</b></p> <p>MH suggested another annual club survey as last year to be open throughout December. It was proposed that this time we will invite suggestions for events in 2018 rather than propose them.</p>   |
| 7 | <p><b>Membership offer</b></p> <p>The committee agreed that the usual membership offer which means new members joining at any point from 1 November 2017 to 31<sup>st</sup> March 2018 will receive membership through to 31<sup>st</sup> March 2019 for the usual annual fee of £15. PW to post the offer on the forum (non member section) and MH to link to it from the other online platforms.</p>   |
| 8 | <p><b>Any other business</b></p> <p>MH indicated the domain looked to have already been renewed which must have been by Paul Scotney (owner of the domain).</p> <p>The British Cycling affiliation fee is usually met by Paul Scotney. PS to check if Paul Scotney is willing to do this again next time he visits Solstice.</p> <p>Keith Rose asked if we could enforce members to change their user name on the forum away from the default User123456. Unfortunately, the forum platform does not provide any admin tools to be able to achieve this. Instead we will have to rely on encouraging members to do this (which we already do) and ask other members to do so if they receive a message from or see a post in a thread from a member who hasn't updated their user name.</p> <p>PW indicated our member benefit from Lee Therapies has now ended. MH to remove from the web site.</p> <p>As we approach winter, it was agreed it was a good idea to provide an indicator of whether the rides would be running or not on the coming Sunday on the club home page. MH to put something in place.</p> |

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|  | An omission from the agenda at the AGM meant a date for 2018 was not agreed. The committee agreed that this will take place on 13/04/2018. |
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| <b>New actions</b>   |              |                 |                 |
|--|--------------|-----------------|-----------------|
| <b>Description</b>   | <b>Owner</b> | <b>Due date</b> | <b>Comments</b> |
| Arrange and pay for club financed drinks at the Christmas meal | LS           | 01/12/2017      |                 |
| Recruit ride leaders for winter solstice ride                  | PS           | 10/12/2017      |                 |
| PS to check with Paul Scotney on BC fee (£139)                 | PS           | 31/12/2017      |                 |
| Write membership offer post                                    | PW           | 30/11/2017      |                 |
| Prepare and publish club annual survey                         | MH           | 03/12/2017      |                 |
| Link to membership offer from SWCC web platforms               | MH           | 30/11/2017      |                 |
| Remove Lee Therapies from member benefit section on web site   | MH           | 30/11/2017      |                 |
| Ride running indicator on SWCC home page                       | MH           | 03/12/2017      |                 |
| Note AGM meeting date  | MH           | 30/11/2017      |                 |

| <b>Outstanding actions</b>   |              |                 |  |
|--|--------------|-----------------|--|
| <b>Description</b>   | <b>Owner</b> | <b>Due date</b> | <b>Comments</b>                                    |
| Aim to recruit more people willing to lead a ride  | PS           | 20/12/2017      |  |
| Draw up guidance for the ride leader pre ride briefing to the group                      | PS           | 25/01/2018      | Revised deadline – dependent on revised club rules |
| Ask ride leaders to put the route file on the forum as early as possible ahead of a ride | PS           | 30/09/2017      | Include in above                                   |
| Design SW t-shirts and hoodies (and get quote – 20 units)                                | MH           | 28/02/2018      | Added a due date                                   |
| Revise club rules  | MH           | 10/01/2018      | Revised deadline                                   |

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| Revise web acceptable use policy                   | MH | 31/12/2017 |  |
| Add potential change of days to bad weather policy | MH | 30/09/2017 |  |
| British Cycling renewal                            | MH | 30/11/2017 |  |
| Web hosting and domain registration renewal        | MH | 08/11/2017 |  |

| <b>Completed actions</b>   |              |                 |   |
|--|--------------|-----------------|---|
| <b>Description</b>   | <b>Owner</b> | <b>Due date</b> | <b>Comments</b>   |
| Check and book Limes Farm for the equinox ride on 01/10/2017                         | LS           | 31/08/2017      |   |
| Provisionally book Prezzo for 1 <sup>st</sup> December                               | LS           | 30/09/2017      |   |
| Recruit ride leaders for all Equinox rides   | PS           | 27/09/2017      |   |
| Add item to the next agenda for strategies for bill splitting at the Christmas event | MH           | 31/10/2017      |   |
| Plan velodrome trip  | MH           | -               | Agreed to remove this action as event take up throughout 2017 indicates this would be hard to achieve the required numbers required for a session |
| Open and communicate the club order window   | MH           | 17/09/2017      |   |

| <b>Date of next meeting</b>   |
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| 24 <sup>th</sup> January 2018 |