

SWAN WHEELERS

CYCLING CLUB



Annual General Meeting minutes

Friday 21st April 2017 (20:00hrs – 22:00hrs), Prego

Present

See attendance sheet in appendix A

Apologies for absence

Received from Phil Metcalf

Agenda items

1. Welcome
2. Acting officers report
3. Election of officers
4. Group riding discipline and structure
5. Matters arising
6. Swan Wheelers 2017 awards
7. Date of next AGM

Comments, discussions and topics

Number

1	<p>Welcome</p> <p>Stephen Turnock thanked everyone for attending the meeting and outlined the agenda for the evening. Attendance was 19 members and the attendance sheet is attached as appendix A.</p>
2	<p>Acting officers' reports</p> <p>Chairman's report</p> <p>Stephen gave his view that it had been great year for Swan Wheelers. The club has grown and there is lots of momentum for further progression. There has been a large number of well attended events over the last year and Stephen thanked the committee and members for working hard to develop the club and taking part. We are a very active cycling club with 65,000 miles logged by club members on Strava in the last year (appreciating not all club members are on Strava.)</p> <p>Treasurer's report</p> <p>Lucy Seaborn took over as Treasurer from Paul Scotney in September 2016 and provided the accounts from 2016/17 (see appendix B) but also the missing accounts from the 2016 AGM (see appendix C). The club is in a good state financially and Matt indicated that the committee are now informed</p>

and aware of the club's finances. This will aid decision making around future events.

Secretary and Web Administrator's report

Secretary

Matt highlighted a number of changes over the year. The most visible being the change of supplier of our club kit from Velotec to Champion System and in the process, tweaking the kit so "Buckingham" appears on there more prominently.

Matt explained in terms of affiliation that we are continuing with British Cycling but have taken the decision not to renew with Cycling UK (formerly CTC). Cycling UK affiliation provides similar insurance for the club, but the British Cycling affiliation also provides the tools we use to manage membership. The committee has agreed this additional cost to the club was not required. Matt explained the downside is that we have lost presence on Cycling UK site but this is not perceived to be a great loss as we have increased advertising elsewhere and have a very strong web presence.

In terms of local promotion, the club is now on the Buckingham Town Council sports register. Matt thanked Phil Metcalf for highlighting this opportunity to us. The club also have a new poster campaign going this year including the banner up at the Swan Pool. Matt thanked Adam Pool for organising the printing and display at the pool and thanks to the members who have put the A4 posters up in and around Buckingham.

We undertook a club survey at the end of last year. Matt thanked everyone who participated as it really helps verify the club is being taken in the right direction and drive our activities for coming the year.

Web administrator

The web site was evolved from its initial incarnation during the summer last year. It has a good ranking in Google and Bing. Top of the results for the terms "Swan Wheelers" and "cycling club Buckingham" (used to be NBRC) We have even infiltrated North Bucks search results!

The page statistics for the site show most people are using smart phones to access. Our Facebook page continues to be popular with just shy of 200 followers.

The forum is very active - in process of setting up publically available classified ads. The sign in changed during the year - this was necessary and beyond our control. It caused a few minor headaches but nothing insurmountable.

No costs have been incurred this year in terms of our web tools and presence.

The final point was around security on the web. Matt has removed the spreadsheets which were holding personal data in cloud file storage. This data is now solely contained in the British Cycling database behind all their security. All administrator log ins to the club sites now use complex passwords to protect from unauthorised access. Members were reminded that their personal data is not shared with anyone.

Membership Secretary's report

Paul Woodham took over the position in September 2016 which was previously filled by Paul Scotney. We have changed to online, electronic membership for new and renewal applications which is facilitated by British Cycling. This is a marked improvement from the paper based and cash/cheque based system. Membership levels peaked at 61 members for 2016/17 and following the renewal period the membership population is 43. Paul explained that a dip in population is usually expected at this time, but the membership is still up based on the same time last year.

Jeff Woods asked if there would be a membership card. Paul said yes – he and Matt were working on a cost free solution which reflects the club's colours and logo.

Social Secretary's report

Julie Brash took over the role in the autumn of 2016 when Lucy took on the Treasurer role. Julie indicated there were three elements to comment on.

The first was the regular end of month social evening. We changed venue to the Mitre after feedback about the Woolpack being noisy and the length of time having to be spent waiting to be served at the bar.

The second element is the new solstice and equinox rides where we all meet at the same place on a club ride for coffee/cake. This idea originated from the Brill event in September 2016. The first in March was a great success and the next, the summer solstice, is planned for June 18th.

Finally the Christmas meal at Prego, this was a good turnout. There was a little bit of issue sorting out bill in the evening, but we sorted it and will look to see how we can make than easier for next time.

Julie finished by indicating she is standing down as social secretary.

Ride Coordinator's report

Paul Seaborn provided a range of statistics about the rides over the past year including that 151 rides taken place during the year just gone which equates to an average of three per week.

Paul announced the rider competition result. Malcolm Manning was the winner with a lead of 5 points. Malcolm received a £50 voucher to spend at Solstice Cycles, his name on the main trophy shield (to be put on display at Solstice Cycles) and a small engraved trophy to keep.

John Clucas, Nik Smith and James Tebboth were singled out as those members outside the ride leader group who had participated in the most group rides over the year.

There was then a new appeal for ride leaders. The roles are integral to the running of the club. We currently need more ride leaders to provide the full suite of rides and anyone who can help the club by taking on this role (commitment requested is to lead one ride per month) was asked to contact Paul.

3	<p>Election of officers</p> <p>Roles had been advertised and nominations were only permitted in advance by the nomination form sent out in the AGM pack.</p> <p>Nomination forms had been received for all roles except the social secretary and additional effort to advertise this was made in the 10 days leading up to the AGM.</p> <p>As per the constitution, all committee members resigned. As the roles were uncontested, the following committee members reappointed by default for 2017/18 are as follows.</p> <table border="1" data-bbox="480 613 1390 1167"> <thead> <tr> <th>Role</th> <th>Name</th> <th>Nominated by</th> <th>Seconded by</th> </tr> </thead> <tbody> <tr> <td>Chairperson</td> <td>Stephen Turnock</td> <td>John Ganderton</td> <td>Malcolm Manning</td> </tr> <tr> <td>Treasurer</td> <td>Lucy Seaborn</td> <td>Matt Hoey</td> <td>Nik Smith</td> </tr> <tr> <td>Secretary</td> <td>Matt Hoey</td> <td>Paul Tinsley</td> <td>Phil Metcalfe</td> </tr> <tr> <td>Membership Secretary</td> <td>Paul Woodham</td> <td>Keith Rose</td> <td>Malcolm Manning</td> </tr> <tr> <td>Ride Coordinator</td> <td>Paul Seaborn</td> <td>Stephen Turnock</td> <td>Pete Coomber</td> </tr> <tr> <td>Web administrator</td> <td>Matt Hoey</td> <td>Jeremy Wescombe</td> <td>James D'Espaigne</td> </tr> <tr> <td>Welfare Officer</td> <td>Lucy Seaborn</td> <td>Matt Hoey</td> <td>Nik Smith</td> </tr> <tr> <td>Social Secretary</td> <td colspan="3">No nominations for this role</td> </tr> </tbody> </table> <p>There were no objections from the membership.</p> <p>The committee will discuss the vacant Social Secretary role at the next committee meeting (17th May 2017).</p>	Role	Name	Nominated by	Seconded by	Chairperson	Stephen Turnock	John Ganderton	Malcolm Manning	Treasurer	Lucy Seaborn	Matt Hoey	Nik Smith	Secretary	Matt Hoey	Paul Tinsley	Phil Metcalfe	Membership Secretary	Paul Woodham	Keith Rose	Malcolm Manning	Ride Coordinator	Paul Seaborn	Stephen Turnock	Pete Coomber	Web administrator	Matt Hoey	Jeremy Wescombe	James D'Espaigne	Welfare Officer	Lucy Seaborn	Matt Hoey	Nik Smith	Social Secretary	No nominations for this role		
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4	<p>Group riding discipline and structure</p> <p>On behalf of the committee, Stephen outlined the reasons/need for the club rides to be more coalescent in their riding without taking a hard line approach like the one perceived at BMCC. We want to make sure we avoid conflict and inconveniencing other road users, respect the highway code, ride safely and enjoy ourselves.</p> <p>The 'Side by Side' video presented by Chris Boardman was shown which explained the benefits to all road users of us riding in a paired, group formation. Ride leaders were asked to promote this during their rides and members to consider it and listen to the ride leader's instructions.</p> <p>James Tebboth asked if any complaints had been received. Matt indicated there hadn't but as the club grows and the ride groups get bigger, particularly the medium ride, we need to ensure we keep our 100% complaint free record by adopting the simple structure outlined in the video in our rides.</p>																																				
5	<p>Open forum</p> <p>The membership were asked for their views and discussion topics.</p>																																				

	<p>Pete Coomber –Pleased how the club is being ran, thanked the committee and asked for a round of applause.</p> <p>Jeremy Wescombe – agreed with the messages in the video. Will always be the motorists who ‘want’ conflict. We need to look as how we as cyclists do what we do and educate other road users.</p> <p>Tim Selby – Asked about where we hand ride sheets in as had received conflicting messages from Solstice Cycles. Stephen indicated any member of the committee can accept them. Tim asked if they could be photographed and emails – Paul agreed to this.</p> <p>Matt Hoey asked if there was a desire to be affiliated to the CTT in order to do their events under the club name. Paul Woodham provided a good, impromptu overview of what that would entail and the outcomes. The members will be polled to see if there is sufficient interest.</p> <p>Scott put a new member opinion forward in that he was attracted to the club by its relaxed approach. He thought it was key to keep it going forward but striking a balance between progressing the club and the relaxed approach.</p> <p>James Tebboth fedback positively on the Spring Equinox ride and that he looked forward to the ones coming up throughout the year</p> <p>Guy Woods asked if there were any more longer rides coming up. Matt indicated that yes they were. We are looking to run Saturday Special Gran Fondos once a month from May to provide longer rides and the opportunity to visit café stops not open on Sundays.</p> <p>Pete Coomber asked if anyone would be interested in park and rides. Stephen suggested we pitch this to the members.</p> <p>Jeremy Wecombe explained that the coffee shop located in the High Street is moving to Moss’ flower shop on Nelson Street. The owner was keen to encourage us to visit, perhaps as a post ride stop. A consideration for the club/ride leaders going forward.</p> <p>Nik Smith asked if there would be any more mountain bike sessions. MH indicated this is on the committee’s 2017 plan but we will need assistance from members to organise the sessions.</p>																		
6	<p>Awards</p> <p>The inaugural Swan Wheelers awards where then presented. The winners, each receiving a small prize were as follows:</p> <table border="1"> <thead> <tr> <th>Award</th> <th>Winner</th> <th>Runner up</th> </tr> </thead> <tbody> <tr> <td>Photo of the year</td> <td>Nik Smith</td> <td>Jeremy Wescombe</td> </tr> <tr> <td>Club selfie of the year</td> <td>Nik Smith</td> <td>Paul Tinsley</td> </tr> <tr> <td>Most prolific rider</td> <td>John Clucas</td> <td>n/a</td> </tr> <tr> <td>Most miles logged on Strava</td> <td>Paul Woodham (6,690)</td> <td>Paul Tinsley (3,719)</td> </tr> <tr> <td>Most improved rider</td> <td>Alastair McVail</td> <td></td> </tr> </tbody> </table>	Award	Winner	Runner up	Photo of the year	Nik Smith	Jeremy Wescombe	Club selfie of the year	Nik Smith	Paul Tinsley	Most prolific rider	John Clucas	n/a	Most miles logged on Strava	Paul Woodham (6,690)	Paul Tinsley (3,719)	Most improved rider	Alastair McVail	
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Most improved rider	Alastair McVail																		

New actions			
Description	Owner	Due date	Comments
Discuss vacant Social Secretary role	MH (on behalf of the committee)	17 th May 2017	
Promote and encourage the side by side group riding approach	Ride leaders	Ongoing	
Poll members on membership of CTT	TBD	No fixed deadline	
Poll members on park and ride event	TBD	No fixed deadline	

Date of next meeting
April 2018. Exact timing to be decided based on where Easter and therefore the Easter holidays fall in 2018.

Appendix A – attendance sheet

Surname	First name	Present
Batchelor	Stewart	
Brash	Niall	X
Brash	Julie	X
Burns	Graham	
Clucas	John	
Coomber	Pete	✓
D'Espaigne	James	
Daly	Michael	
Ganderton	John	✓
Hatton	David	
Herring	Scott	✓
Hoey	Matt	✓
Howell	ian	
Lepelletier	Laurent	
Manning	Malcolm	✓
Maramao	Lorenzo	
McVail	Alastair	✓
Metcalfe	Phil	
Pool	Adam	
Richardson	James	
Robinson	Kevin	
Rose	Keith	
Scotney	Paul	
Scrase	Stephanie	
Seaborn	Paul	✓
Seaborn	Lucy	✓
Selby	Tim	✓
Sharpe	Geoffrey	
Smith	Michael	
Smith	Nicholas	✓
Stephen	Thomas	
Street	Rob	
Tebboth	James	✓
Tinsley	Paul	✓
Turnock	Stephen	✓
Turnock	Heidi	✓
Wayman	Christopher	
Wescombe	Jeremy	✓
Wilkes	Christopher	
Wood	Guy	✓
Woodham	Paul	✓
Woods	Jeff	✓
Young	Robert	

Appendix B – accounts 2016/17

<u>Income & Expenditure Account for Swan Wheelers Cycling Club for</u>			
<u>1st April 2016 to 31st March 2017</u>			
	c/f £414.70		
Income:-		Expenditure:-	
Membership fees	£835.00	Buying club kit	£768.75
New kit sales	£612.55	Summer Event	£108.95
		Seahawk Trophies	£87.98
		Postage	£13.75
Totals	£1,447.55		£979.43
	Balance c/f £882.82		

Appendix C – accounts 2015/16

<u>Income & Expenditure Account for Swan Wheelers Cycling Club for</u>			
<u>25th September 2015 to 31st March 2016</u>			
	c/f 0.00		
Income:-		Expenditure:-	
Membership fees	£557.00	Buying club kit	£1,413.52
New kit sales	£1,359.64	Safety blankets	£13.42
		CTC affiliation	£75.00
Totals	£1,916.64		£1,501.94
	Balance c/f £414.70		

Appendix D – nomination forms



Nomination paper

Position standing for (tick only one):

- Chairperson
- Treasurer
- Secretary
- Membership secretary
- Social secretary
- Welfare officer
- Ride coordinator
- Web administrator

	Name	Signature
Nominee	STEPHEN TURNOCK	
Proposed by	JOHN GARDNER	
Seconded by	Malcolm Manning	



Nomination paper

Position standing for (tick only one):

- Chairperson
- Treasurer
- Secretary
- Membership secretary
- Social secretary
- Welfare officer
- Ride coordinator
- Web administrator

	Name	Signature
Nominee	LUCY SEABORN	
Proposed by	MATT HOEY	M. Hoey
Seconded by	Nik Smith	N.J. Smith



Nomination paper

Position standing for (tick only one):

- Chairperson
- Treasurer
- Secretary
- Membership secretary
- Social secretary
- Welfare officer
- Ride coordinator
- Web administrator

	Name	Signature
Nominee	MATT HOEY	M. Hoey
Proposed by	PAUL TINSLEY	P. Tinsley
Seconded by	PHIL METCALFE	Phil Metcalfe





Nomination paper

Position standing for (tick only one):

- Chairperson
- Treasurer
- Secretary
- Membership secretary
- Social secretary
- Welfare officer
- Ride coordinator
- Web administrator

	Name	Signature
Nominee	WYV STADORN	<i>[Handwritten Signature]</i>
Proposed by	MATT HOEY	M. Hoey
Seconded by	Nik Smith	<i>[Handwritten Signature]</i>



Nomination paper

Position standing for (tick only one):

- Chairperson
- Treasurer
- Secretary
- Membership secretary
- Social secretary
- Welfare officer
- Ride coordinator
- Web administrator

	Name	Signature
Nominee	PAUL SEABORN	<i>[Handwritten Signature]</i>
Proposed by	STEPHEN TURNOCK	<i>[Handwritten Signature]</i>
Seconded by	PETE COMBER	<i>[Handwritten Signature]</i>



Nomination paper

Position standing for (tick only one):

- Chairperson
- Treasurer
- Secretary
- Membership secretary
- Social secretary
- Welfare officer
- Ride coordinator
- Web administrator

	Name	Signature
Nominee	MATT HOEM	M Hoem
Proposed by	JEREMY LESCAUNE	<i>[Signature]</i>
Seconded by	JAMES DESPAIGNE	<i>[Signature]</i>