

Minutes of Fleet Cycling Committee Meeting

Date of meeting	9 th January 2019 at 19:00
Venue	Andrew's house
Chair	Ed Humphrey, Chair of Fleet Cycling
Minute taker	Andrew Perkins, Secretary
Other Attendees	Graham Ellicott, Treasurer and Welfare Officer Lisa Chapman, Promotions Officer Fiona Titcombe, Registration Officer Colin Waters, Rides Secretary
Apologies	Saty Mukherjee, Web expert

Ref	Item	Actionee	When
Actions from previous meeting, 22 August 2018			
1	Colin's draft minutes showed questions about the Treasurer's report: Graham confirmed that all assumptions were correct, and the £75 was for Hannington, not Stockbridge		
2	Graham to investigate a separate bank account for Fleet Flyer: The 9-Jan-2019 meeting decided it would not be necessary, as all bookings will be made through British Cycling (except on-the-day payments)	DECISION	
3	Ed to approach a medal-maker contact: Ed had not been able to get an answer		
4	Graham to discuss sponsorship with local company Kirk Rice: Kirk Rice have decided not to sponsor.		
5	Graham/Lisa to seek sponsorship funding: See new item below		
6	Fiona to give redacted list of members to Colin Completed		
7	Ed to continue 20/40 rides on first Sunday of each month: Numbers have been sustained so rides will be continued.		
8	Colin to place Data Protection Policy on website: Completed.		
9	Ed to write citation for Lisa as CUK volunteer of the year: Completed.		
10	Club kit redesign: Colin to take over from Graham on this. Completed – see further items below.		
11	Colin to arrange AGM for Studio 1 in HLC, rather than the café. Completed.		

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12	Colin to circulate 2017 annual report to committee: Completed.		
13	Fiona to ask CUK if registration file updates would still be sent to us: Response was no; will be replaced by membership system (probably due to GDPR)		
14	Colin to contact Mick Anstis about keeping Weds rides going through the winter in Mick's absence: Rides are continuing under Estelle Lee, who has kindly volunteered to lead most of them.		
15	Colin to seek advice and generate a policy for riding in large groups (some have been over 20 people). Incomplete. Colin will contact CUK then Bob McLeod about how West Surrey CTC operate, with rider briefings.	Colin	April meeting
16	Next meeting for late November 2018: Andrew tried to arrange for Nov/Dec, but could not get enough attendees until 9 Jan.		
Items from this meeting, 9 January 2019			
17	Attendees for Committee Meetings The meeting discussed whether to invite Andrew McGill to committee meetings. Decided to invite as optional attendee.	DECISION and Andrew	For next meeting
18	Mission of Fleet Cycling In light of the fact that we have, some time ago, discontinued the pedal2gether aspect of our activities, Andrew asked if Fleet Cycling should have something similar to a business's articles of association. Colin pointed out that we have a mission statement. Andrew will circulate to all committee members before next meeting for information and potential discussion.	Andrew	For next meeting
19	What to do with guest registration forms More than one attendee said they had guest registration forms at home, from ride leading duties. Andrew to check with Cycling UK (CUK) procedures as to whether we are fulfilling our responsibilities regarding guest forms, and how long they should be retained (in light of GDPR).	Andrew	Next meeting
20	Level of use of website Discussion ensued re the amount and type of use which fleetcycling.org.uk gets. Andrew will investigate the possible use of Google Analytics: benefits, cost, effort, and privacy implications (we would probably need a cookie acceptance dialog for all site visitors)	Andrew	Next meeting
21	Treasurer's report See email (?)		
22	Fleet Flyer: Sponsors Lisa would welcome suggestions for companies to approach, and will circulate the list to the committee.	All, Lisa	End Jan?

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23	<p>Fleet Flyer: Routes</p> <p>Graham explained the changes for 2019 as against 2018: Lasham feed station will be replaced by Ellisfield. Colin will plan a less hilly short route, to include a feed station.</p>	Colin	Next meeting?
24	<p>Fleet Flyer: Planning</p> <p>EA will provide only the venue. Lisa will approach the charities for a ceremonial finish arch. All agreed that we need a contact point for the volunteers. Andrew will arrange a planning meeting, to include Colin, Graham, Lisa, Fiona, Ed.</p>	Lisa, Andrew	End Jan
25	<p>New club kit</p> <p>Because Graham will be busy with Fleet Flyer, Colin will take over the arrangements for the new club kit. Colin will ask John Brightwell if he can complete design by end of Jan. Attendees agreed that the quality and price of the previous kit were appropriate for the club, so we should try to get the same or similar, in the new design.</p>		
26	<p>Training for ride leaders</p> <p>Ed has some details of courses, from Julie Rand at CUK. Could gauge interest using mailchimp (see below) and Facebook. Could probably be run at HLC (contact would be Luke there). Ed will get dates from CUK.</p>	Ed	Next meeting
27	<p>Communication: mailchimp</p> <p>Agreed that we would need to send mailchimp newsletters for: Semaine Federale 2019 Training for ride leaders Volunteers request for Fleet Flyer: marshalls, riders, assistance with organisation</p>		
28	<p>Fleet Flyer: web page(s)</p> <p>Andrew and Lisa will meet to discuss</p>	Lisa, Andrew	ASAP
29	<p>Ride Secretary's Report</p> <p>Colin said that he and Jim Mercer had set up the 2019 rides schedule (on Google Sheets) by copying from 2018 and making some minor adjustments. This method saves a lot of time, and rides can be further adjusted throughout the year. There will be an away ride (starting away from Fleet) approximately every month.</p>		
30	<p>Registration Officer's Report</p> <p>Nothing to report. Fiona will review the CUK data management toolkit.</p>	Fiona	Next meeting
31	<p>Promotions Officer's Report</p> <p>Lisa was invited to CUK to draw the raffle. She was also interviewed by CUK – the interview may appear in the CUK magazine. Lisa is creating the leaflets for the 2019 Fleet Flyer. Lisa will send committee members a draft of the letter which she proposes to send to local businesses asking for Fleet Flyer sponsorship. The Christmas party was very successful by all reports.</p>		

Ref	Item	Actionee	When
32	Next meeting Attendees agreed that Andrew will arrange the next committee meeting for one evening in early April, at 19:00, in Andrew's home. All agreed that Doodle is a good tool for arranging meetings.	Andrew	Early March