



Minutes of Cycle Seahaven Committee meeting

Tuesday 20th February 2018, starting at 7.30 pm

1. **Present:** Guy Reynolds(Chair), Tony Rowswell, Ricki Carver, Denis Bass, Jon Younghusband, Sarah Winser, Clive Aberdour, Jo Barlow, Dave Sutton, Mike Winser, Tim Venables(arr. 20.25), Tracey Martin.
2. **Election of Club Officials** There was only one nomination for each of the offices, the following were elected unanimously:
 - a. **Chair** Guy Reynolds;
 - b. **Secretary** Jo Barlow;
 - c. **Treasurer and membership** Denis Bass.
3. **Communications**
 - a. It was agreed that all members of the Committee would be allocated an @cycleseahaven.org.uk e-mail address – TR to organise;
 - b. If sending an e-mail to a number of people, it was important under Data Protection to use “bcc” for all addresses and “to” yourself;
 - c. The Action Log on Google.docs was the method for identifying tasks and monitoring progress. Members could either use the link or own gmail address to access. It is important NOT to “Save” the document, just close with “x” top right.
 - d. There had been discussion as to the relative roles of the Website and the open and closed groups on facebook. It was agreed that website would be the main outlet for major issues, advance notices and reports but fast moving and instant events should be reserved for facebook.
 - e. There would also be a quarterly newsletter to members outlining the Committee’s activities.
4. **Individual Roles** GR described the various roles and the following were agreed:
 - a. Secretary – to handle queries from prospective members & outside bodies, produce and circulate Agendas (with Chair). Jo Barlow was appointed.
 - b. Events – to oversee and help organise club events. Appointed - Jo Barlow assisted by Dave Sutton.
 - c. Media – oversee 2 fb groups, instagram and twitter, Seaford Scene and Quarterly Newsletter. Appointed – Tracey Martin assisted by Clive Aberdour.
 - d. Sponsorship & Fund Raising – general and for specific projects. Appointed – Jo Barlow assisted by Ricki Carver.
 - e. Campaigns – monitoring local plans, promoting cycling improvements and assisting local groups. Appointed – John Younghusband assisted by Tony Rowswell.
 - f. Dr Bike – organising events regular and one off, raising the profile, finding equipment, Seaford and Peacehaven. Appointed Dave Sutton assisted by Tracey Martin and Ricki Carver.
 - g. Website – maintenance and improvements. Appointed Tony Rowswell assisted by Clive Aberdour.
 - h. Ride leaders – half yearly meeting, training, promote and enrol new RLs. Appointed Guy Reynolds assisted by Mike Winser.
 - i. Treasurer and Membership – all finance and membership organisation and processing sales. Appointed -Denis Bass.

- j. Kit – hold, sell and distribute First Aid Kits, shirts. Appointed Sarah Winser and Jo Barlow assisted by Denis Bass.

5. Updates from Leads

- a. **Treasurer & Membership** - DB detailed the accounts for the period from 18-1-18 to 20-2-18:
 - i. Income had been £208 Membership, AGM £85, donations £529.14, totalling £892.19.
 - ii. Expenditure had been AGM £431.92, First Aid course £580.68, website set up (½ fee) £285, stationery £88, totalling £1,385.60.
 - iii. The Balance at 20/2/2018 was £3588.02 but this included £1,199.61 due for KSSAAA (to be made up to £1,200), Trailer Fund £135.01 and Dr Bike equipment ££68.58.
 - iv. Membership at 20/2/18 was 258, of which 79 Female, 49 Household.
 - v. DB noted that 78 had so far not renewed their membership and had been e-mailed and/or telephoned.

6. Health and Safety

- a. No incidents were reported.

7. Any Other Business

a. Campaigns

- i. a request to liaise on the proposed Exceat Bridge – Jon Younghusband;
- ii. Big Park – great opportunities around proposed Cycle Hub - GR
- iii. SDNP – promotion of rides along SDW with possible environmental training of leaders – GR, SW & TR
- iv. Newhaven Pump Track – awaiting result of grant application – JY;
- v. Contact Recycle for potential co-operation – JY;
- vi. Clive Aberdour requested that up-grading the path to a shared route from Wilton Street to Drusillas Corner be placed on our Campaigns list.

b. Events

- i. Contract with Gingerfit for sponsorship close to signing. Pass to Kit.
- ii. Newberry Tulley – Photoshoot – TM;
- iii. Easter Egg Hunt – Saturday March 31st: Mark Woodgate and Tim Venables. TR check Registration on website; additional RLs needed; expenses with receipts to DB.

c. Projects

- i. Sarah & Mike Winser in contact with Peacehaven medical practice promoting cycling as a way to fitness.
- ii. Trishaw – it was emphasised that the Club was only supporting Cycling Without Age as its nominated charity.
- iii. DB to distribute CS cards to Committee and RLs.
- iv. Dr Bike would be run on the same basis as last year, but we'll also replace cable housings if required. The Surgeries will be at Seaford 1st and Peacehaven 3rd Saturdays from March to October.
- v. JY requested exploration of Newhaven/Peacehaven free papers in addition to Seaford Scene and mentioned several IT programs which could assist the Club.
- vi. JB suggested a photo competition for a Club calendar as a fund raising project.
- vii. It was agreed that Jo Barlow be signatory on Club accounts..

8. Date and place of next meeting: White Lion Tuesday 3rd April 2018 at 7.30 pm.

