



Minutes of Cycle Seahaven Committee meeting

Wednesday, 28th November 2017, starting at 7.30 pm

1. **Present:** Guy Reynolds(Chair), Tony Rowswell, Kate Carver, Lou Pye, Ricki Carver, Denis Bass.
2. **Observer:** Tracey Martin
3. **Welcome** GR welcomed members.
4. **Apologies for** absence were received from Rod Lambert, Dave Geering, Helen Blaber.
5. **Action Log Updates**
 - a. The Log was itemised, matters were noted as concluded, ongoing or deleted. A copy of the revised Action Log is available at Google Docs.
6. **Updates from Leads**
 - a. **Treasurer & membership** - DB noted the following details for the accounts from 18/10/17 to date:
 - i. Income had been £34 from new Members.
 - ii. Expenditure had been £430 including First Aid Training £380.
 - iii. The First Aid Course had shown a net cost of £200, mostly paying for Ride Leaders.
 - iv. The Balance at 28/11/2017 was £2,770 but this included £586.71 due for KSSAAA.
 - v. Membership was 300, of which 92 Female, 53 Household.
 - b. **Events** – LP noted
 - i. A 2-day (Helen Blaber) and a 3-day (Jo Barlow) ride along South Downs Way were in planning stage.
 - c. **Media** – KC reported
 - i. Continued growth of Facebook Followers and the Closed Group.
 - ii. Next Sussex Scene article would be a round-up of the year.
 - d. **Campaigns** – TR reported
 - i. Clarification that the A27 Preferred Route plans for Wilmington did include a signalised crossing for cycles and horses.
 - ii. A response had been made to ESCCs proposal for a cycle path along Avis Road. While broadly supporting their proposal, we suggested a signalised crossing at the North end of the path.
 - iii. GR noted a response from SDNP regarding ways of gaining permissive cycle use of a footpath.
 - e. **Website** - TR reported
 - i. He had continued to tidy up the site. He made a plea that organisers of events, etc., should automatically give details to Webmaster for inclusion on the site.
 - ii. HBs paper on reforming the website was considered (Appendix 1). It was agreed that this could go forward within the £500 budget but also that an invitation to suitably skilled members would be made.
7. **AGM Planning**
 - a. **Venue** –it was agreed that the event would be held at the Sailing Club on Tuesday, 6th February 2018, and a meal would be provided (members paying £5, to be booked by 21st January 2018).
 - b. **Voting procedure** –
 - i. It was agreed that nominations, including self-nominations, would be sought with a brief biography and photo to be published on website and received by 1st January 2018 and published on the website by 6th January.
 - ii. The Nomination Form and notes would be put on the website as soon as possible.
 - iii. If there were fewer than 12 nominations, the list would be put to the members at the AGM for affirmation.
 - iv. If there were more than 12 nominations, the previously tested voting form would be used and successful candidates announced at the AGM.
 - v. The above procedure also applies to the following Officers – Chair, Secretary, Treasurer.
 - vi. It was noted that RdL, KC and LP would be unlikely to stand for re-election.
 - c. **Format** – it was agreed that
 - i. The AGM would start at 19.00 to be followed by the meal at 20.00 and socialising to follow.

- ii. The Reports should be on Powerpoint as a visual display.
 - d. **Awards** –
 - i. Request for nominations would go to Ride Leaders with the Newsletter.
 - ii. Decisions on Committee Awards would be made at the next meeting.
 - iii. Details of Trophies had been obtained – cost would not exceed £300.
- 8. **Health and Safety**
 - a. No incidents were reported.
- 9. **Winter Activities**
 - a. DB announced a Bikers Bacon Butty Brunch at Bowden Rise on Sunday, 14th January 2018 from 1.00 till 1300.
 - b. John Younghusband was trying to organise turbo training.
 - c. Another First Aid Course would be held at the Pump Barn towards the end of January at neutral cost.
 - d. First Aid Kit – TM produced a list of essential supplies costing £15.80. It was agreed that these be purchased for Ride leaders and sold to Members at £16.50. It was suggested sufficient for active Ride leaders, to get numbers from non ride leaders who would like to purchase, with a 'let me know by' date, and then + 10 should be bought.
- 10. **C S Shirts and sponsorship**
 - a. The need for a further supply was queried but it was agreed to continue with the current negotiations.
 - b. If these proved unsuccessful, unsponsored shirts would be purchased following one of the current designs and sold at £20 each, this would require a club subsidy of about £10 each.
 - c. RC stated that Harveys Brewery had made a donation of £150 for general use.
- 11. **Membership Quarterly Newsletter** LP would co-ordinate this but all lead members should write their items and circulate to Committee asap.
- 12. **Date and place of next meeting: White Lion Thursday 18th January 2018 at 7.30 pm.**

Appendix 1

Website Redesign – Briefing Sitemap Requirements

To make site easier to navigate, more to the point and hopefully attract new viewers. (in addition to this, keep costs down, and mean fewer pages to maintain/update in the future)

Four main calls to action from homepage.

Calendar

News

Membership

Additional Information

1. Calendar

Calendar is number one priority because majority of visits to website are for calendar. Google calendar to be integrated and clearly displayed.

2. News

News / Updates / Events / Advice all under one heading (name TBC) with categories and sub categories under. Entries would appear in date order, newest to oldest, but also found under appropriate subject headings:

Advice (with appropriate sub categories which are already in place)

Teach a kid to ride

24 riding tips

Saddle sores

In case of an incident

Prepare +

News

Ride reports

Campaigns

Weekly round up (could go!)

Campaigns

Events

Cycle maintenance +

Set up +

Cycle routes (duplicated under rides)

Fix my Street (duplicated in Links)

Club events

External Events

Event Payments

Trailer

3. Membership

Joining
Renewals

Benefits /Discounts

4. Additional Information (location TBC, Footer suggested as discussion point)

Contact us
About Us
The Committee
Ride Leaders
About our rides
FAQ's
Grading
Ride Leaders ??? Discuss

Cycle routes (would be good if this could link to Strava and show club cycle routes)
Social Media (question, could we have a ticker tape type feed from the facebook page?)
Strava
Links
Important Documents

Template Requirements

We require a template that has video functionality, lots of layout options with customisation available and multiple features. Easy to build and edit. Our template needs to be:

fully responsive for mobile, tablet, desktop

Regularly updated

SEO Friendly

Ability to add social media, shop, video - multi functions

Have developer support included

Easy to use back-end, so you don't have to be a developer or designer to use it, cascading technology

Build Requirements

We estimate that we have 11 main menu pages and 29 sub pages, however many of these are similar and would only require content being pulled across. Certainly the pages listed in the site map above would be the minimum requirement. This would require amending pages with new images if appropriate, condensing categories and sub-categories and amending layouts to improve the appearance, with the links all working.

Images of the group, local scenery, rides etc are already available.

In addition, we would require advice on moving over old content - posts/images/text - we would aim to retain as much of this as possible as a starting point. Ideally all old posts, would be formatted to be transferred across into archive pages on blog.

Potential additional Plug ins required

Paypal functionality

Social media

Integration of Google Calendar

Look and Feel

The club needs to consider 'club branding' going forward and these should be reflected in the website design colours and fonts.

Consideration must be taken of new club jerseys and agreed colours and fonts used in both the website and all documents going forward.