



# Minutes of Cycle Seahaven Committee meeting

Tuesday, 30<sup>th</sup> May 2017, starting at 7.30 pm

1. **Present:** Guy Reynold (Chair), Tony Rowswell, Kate Carver, Ricki Carver, Denis Bass, Lou Pye, Helen Blaber.
2. **Welcome** GR welcomed members.
3. **Apologies for absence** were received from Rod Lambert, Dave Geering.
4. **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.
5. **Updates from Leads**
  - a. **Events** – LP noted the successful April Dr Bike and Easter Egg Hunt.
  - b. **Ride Leaders** – It was noted that Dave Barlow had resigned from the Committee due to pressure of work. This was also restricting DG, and GR would temporarily act as Ride Leader Co-ordinator.
  - c. **Communications** – KC reported that Seaford Scene articles, Facebook, and Instagram.
  - d. **Treasurer** – DBs reported 26 new or renewed subs, and KSSSAA donations of £143.86 most from Dr Bike collections, totalling £308.86. Expenditure was £218.99 in annual subscriptions with other items making a total of £279.98. Current balance - £1,936.19.
  - e. **Membership** - Membership is now 212 of which 68 female and 38 Household members. It was noted that a recent circular e-mail to all members resulted in a number being “bounced back”. DB would follow up these to ascertain their status.
  - f. **Website** – TR had circulated a paper outlining CS IT involvement and proposals for its management. These were agreed. (revised copy attached)
6. **Mail Chimp**
  - a. TR outlined the facility therein for sending a weekly newsletter to a members’ database. This was in abeyance at the moment as the newsletter needed to be compiled manually and there was no incumbent.
  - b. It was also noted that there was a separated system for members to opt in to receiving notification of every new post.
  - c. It was agreed that we should ask members if and what they wanted in a club newsletter. HB to draft a questionnaire to members and circulate to Committee.
7. **Facebook**
  - a. KC reported that there were 125 members of the Closed C S Group as well as those following the Open Page.
  - b. After discussion, it was agreed that individual appeals for sponsorship for participation in large events would be discouraged but that sponsorship appeals from an individual undertaking an exceptional ride might be considered.
8. **Disruptive Individuals** LP introduced the matter.
  - a. She reminded that Committee that we had recently approved a disciplinary procedure.
  - b. She reported a series of events which appeared to have resulted from the change of time of a Wednesday ride from 7.00 pm to 7.30, by mutual agreement with the Ride Leader, in order to accommodate some riders who could not make 7.00 pm. These facts had been verified by the Ride leaders concerned prior to the meeting.
  - c. This resulted in Member A posting a series of vituperative remarks on social media aimed at Member B, which included comments which could be taken to be of a discriminatory nature.
  - d. As a result of these comments, a number of members were distressed and Member B resigned as Ride Leader.
  - e. It was agreed that such behaviour was disruptive to the club and action should be taken.
  - f. It was agreed that a letter should be sent to Member A warning that such behaviour would not be tolerated.
  - g. GR would draft the letter and circulate to the Committee asap.
  - h. GR would also write to Member B and the Ride Leader to inform them of the Committee’s action.
9. **Trailer Procedure**
  - a. DB noted the slow take up of use of the trailer. It was felt that use would increase as Ride Leaders worked out the logistics.

#### 10. Health and Safety

- a. One incident of a crash resulting in injury to a guest rider was noted – it appeared to be due to inattention on the rider's part and no further action is needed.
- b. One incident occurred of a crash on a curb resulting in a wrist injury. Possibly inexperience was a contributory cause but it was noted that Ride Leaders are generally careful about briefing riders about potential dangers and training new riders in safety techniques. No further action.

#### 11. Any Other Business

- a. DB stated that he produced regular membership updates and would circulate these to GR, TR, & HB.
- b. There was discussion as to whether ladies specific rides could be construed as divisive. As Cycle UK are promoting a ladies ride week in July the committee was of the opinion that they were not. Any steps to encourage female riders was considered beneficial but if anyone challenged the decision it would be subject to review.

12. **Date and place of next meeting: White Lion Tuesday 18<sup>th</sup> July 2017 at 7.30 pm.**

## Proposal for Rationalisation of Cycle Seahaven IT

1. A set of instructions will be prepared on how to use the various programs (Word Press, C Panel, MailChimp, Pay Pal, Google Calendar and Google Forms (this may take a little time). This will be placed on CS Google Docs but it will not include user codes and passwords.
2. A number of people may have access to all programs, only one designated person has responsibility for each unit, as follows:
  - a. C S Website (Word Press and C Panel) Tony will be lead on this with Helen as back-up. Access will be restricted to those plus Chair & Andy Lock. Rights of Posting will be restricted to "Author" or, occasionally, "Editor".
  - b. C S Google Calendar – Tony will handle this upon receipt of a new Ride leader's name from R L Co-ordinator. It is unlikely that the Co-ordinator will want to be involved in the IT side.
  - c. C S Pay Pal – Denis and Helen should handle this.
  - d. C S Google Forms – Helen & Lou should deal with these.
  - e. C S Google Video – the access code for this is available from Webmaster if anyone wants to put a video online.
  - f. C S Mailchimp – this does involve a lot of work every week and a new person needs to be involved. The list of contributors needs to be regularly updated to show whether they have paid up for the year.
  - g. Facebook CS group – Kate has this in hand.
  - h. Instagram – Kate is in charge.

Tony Rowswell  
Monday, 15 May 2