



# Minutes of Cycle Seahaven Committee meeting

Tuesday, 7<sup>th</sup> March 2017, starting at 7.30 pm

1. **Present:** Guy Reynold (Chair), Tony Rowswell, Kate Carver, Ricki Carver, David Barlow, Denis Bass, Lou Pye, Dave Geering, Helen Blaber.
2. **Welcome** GR welcomed members.
3. **Apologies for absence** were received from Rod Lambert.
4. **Committee Introductions.** Each member gave a brief personal account of their existing roles or areas of interest based on their skills and experience.
  - a. Helen – web skills, social media, group activities.
  - b. Lou – Events, organising, cyber safety.
  - c. Dave G – former Rides & Events and Ride leader Co-ordinator, road training, bike mechanic.
  - d. Kate – publicity, Seaford Scene, social media.
  - e. Ricki – former Chair, electrician, Ride Leader, has provided lights.
  - f. Dave B – managed trailer bid, and child protection policy, organised Ride leaders' event.
  - g. Tony – webmaster and Minute Secretary, maps and Ride Leader.
  - h. Denis – long term member, Treasurer and Membership, car mechanic.
  - i. Guy – retired police, planning, complaints, sky diving.
5. **Overview of aims** GR outlined a number of aims:
  - a. Each office would have a lead and a second to provide resilience upon personnel change;
  - b. Each main role is a point of contact for a team not someone to do everything;
  - c. Need to balance Seaford/Peacehaven – some rides beginning or picking up at Peacehaven;
  - d. Need for website to reflect Road/Off-road balance;
  - e. Need for website to be more accessible;
  - f. Need to reduce broadcast Committee e-mail traffic – be more specific;
  - g. LP would keep an Action Log of tasks and outcomes;
  - h. HB would identify cloud storage options.
6. **Allocation of responsibilities**
  - a. Events – including external, internal, social and charity: HB/LP;
  - b. Communications – including public relations, advertising, website, social media, mailchimp: KC/HB;
  - c. Training – including progression of individuals, first aid, Ride Leaders, rider-specific training: RC/DG;
  - d. Ride leaders – new locations & pickups, youth rides, route planning and availability, kit reviews and provision: DB/DG;
  - e. Campaigns – new routes, funding, planning proposals: GR.
7. **Members' Questionnaire Responses**
  - a. A breakdown of the priorities was as follows showing weighted responses(number of responses times inverse priority) :
    - i. Training – 355;
    - ii. Routes – 330;
    - iii. Campaigns – 315;
    - iv. Maintenance – 286;
    - v. Social – 272;
    - vi. Communication – 245;
    - vii. Youth – 221.
  - b. These priorities would be reflected in the Committee's priorities but it was felt that in order to develop future riders more emphasis should be given to youth activities. DB would contact Mark Woodgate to ascertain his status while Tim Venables is willing to assist.
8. **Action Log** – LP would populate and monitor this.

## 9. Update from Leads

- a. Ride Leaders – DB. Photo and bio or updates had been requested from all; RLs who had not led in the past year or who have not paid subs for the year would be queried as to their status.
- b. Events – LP.
  - i. Puncture W/S had 13 participants. 3 late cancellations – deposit in future. Thanks letter to be sent to S S Country Park for use of Pump Barn.
  - ii. Dr Bike trialled – venue appropriate; Dave Sutton would appreciate a booking system for helpers and someone else in charge. GR had applied for a grant for tools. Some storage had been arranged by LP at 37 Church St. In summer, gazebo may be replaced by Club flags, where are they?
  - iii. Outdoor First Aid course - full.
  - iv. Mountain Bike Leaders course re-instated – need for reservations. – RC.
  - v. Easter Egg Hunt – Saturday, 15April. Website page to be prepared. DB to contact MW and other wise arrange.
- c. Treasurer – DB. Having paid for the Trailer and security fittings, there was £1953.41 in hand.
- d. Membership – DB. There were 253 members, including 76 female and 34 Household. However, 152 Memberships would expire on 31<sup>st</sup> March and would need to be renewed. RLs should check with riders as to their status. DB to produce flier for RLs to remind any expirees, DB/TR to remove expirees from Mailchimp after 2 months.
- e. Website – TR. Extremely complex but updating was in hand. TR would arrange a further meeting with AL soon (HB to attend).
- f. Publicity – KC. Seaford Scene article dispatched. RC would continue to explore Seahaven FM as an outlet. Possibility of rides for visitors to Seaford was discussed. It was felt that developing all social media would be beneficial.

## 10. Debrief of AGM.

- a. Outside speaker was good – need to think ahead for next year.
- b. Food was excellent and a great draw.
- c. Pre-planning of the Agenda by Joint Chairs had resulted in a slick, fast moving meeting.
- d. Location was most satisfactory – previous location in Newhaven had resulted in lower numbers.
- e. There had been too much paper distributed (questionnaires, membership forms, &c).
- f. Name stickers could help in future years.

**11. Complaints Procedure** This had been distributed and was approved. TR to place on Website in appropriate location.

## 12. Bike Trailer

- a. DB outlined current storage situation.
- b. Insurance lies with the towing car & driver.
- c. DB will undertake annual maintenance.

## 13. Health and Safety

- a. No reports of incidents or matters requiring attention had been received.
- b. Online reports of incidents should go to RL Co-ordinator.
- c. Reports should also cover unsafe routes.
- d. DG would forward to RLs details of GPS co-ordinates for rescue purposes and devices/apps to achieve these.
- e. It was not clear how many RLs had undertaken First Aid courses – this should be redressed.
- f. It was emphasised that the Ride Leader was a guide and support but did not have responsibility for individuals.
- g. GR was seeking 2-way radios.

## 14. Any Other Business

- a. Safeguarding – DB tabled a proposed policy which be considered at next meeting.
- b. Cycle Seahaven Strava Club – DG would circulate details.
- c. Kit – shorts, bib shorts and fluoro packs could be considered.
- d. Weekly e-mail – Roy Francombe wishes to relinquish this – DG to take over.

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