



## Minutes of Cycle Seahaven Committee Meeting

Tuesday 25<sup>th</sup> February 2020, commencing at 20:00

### Present

Guy Reynolds (*Chair*), Michelle Brett, Sarah Clark, Kirstie Forcey, Gray Brett, Sarah Winsler, David Tyler, Simon McFarlane, Lee Turner, Donna Turner, Vivienne McLachlan & Charlie Ireland.

The meeting today was to discuss roles and responsibilities and the methods used of communicating within the committee.

- 1 Agenda – sometimes things need to be moved to next meeting. Ultimately Chair's responsibility to put together
- 2 Everyone introduced themselves
- 3 Leads. GR stated the importance of having a Lead with a backup therefore:
  - Treasurer: SC with VM
  - Webmaster: GB & MB (with SM helping where required)
  - Media: KF with MB
  - Dr Bike: LT with CI
  - Ride Leader Co-Ordinator's: DrT for Road, SW for MTB. GB administrator
  - Events: KF
  - Campaigns: SM
  - Vice Chair to stand in: SW
- 4 Voted to keep meetings on a Tuesday evening
- 5 Communication:
  - To keep emails to a minimum
  - WhatsApp to advise of important emails sent and quick decisions
  - Communication to members:
    - Not to ask for Global emails
- 6 Trello
  - Discussed usage.
- 7 Newsletter
  - To get members to write and contribute
- 8 Autonomy
  - Use initiative. To refer to Committee if expense is over £50. Under – quick call to SC
- 9 Budget
  - Large amount held in reserve. To be used on jerseys as Gingerfit sponsorship has now ceased
- 10 GR then asked the Committee to put forward ideas for the Committee year

**Date of next meeting: Tuesday 10<sup>th</sup> March**