

CTC Coventry

Minutes of Committee meeting November 14th 2019

7.00 pm, 66 Craven Avenue, Binley Woods

1	Present and Apologies	Present Bob Tinley, Alan Jelley, Peter Seamen, Simon Clark, Keith Jeacock, George Riches, Dave Hearn, Paul Whitehead, Vicky Palethorpe (Minutes) Apologies Mike Thomas, Pip Milton
	Chairman's welcome	Bob welcomed everyone to the meeting, (a great turn out) He thanked George for his contribution of seven years in post as secretary and welcomed Vicky who has now taken up this role
2	Minutes of previous meeting	Minutes read and approved
3	Matters Arising	Outstanding item, the discussion on first aid kits for lead riders, In Case of Emergency details for riders etc. A further discussion ensued. Action Vicky to bring proposals for first Aid Kits to next meeting and devise ICE cards for all riders to complete . Discussion on this to go to Ride Leaders meeting.
4	Matters arising from AGM	Action George to write and circulate minutes. Approval at next meeting
5	Committee member roles	See separate document below
6	Treasurers Report	Keith reported that he had amended notes on end of year summary presented at the AGM and this was now ready to send to Cycling UK HQ. He is awaiting report/summary from Paul to ensure report from HSBC event and Cycling UK grant report concur. HSBC and Centenary committee meeting to be held on November 21 st . Recent expenditure: room booking for Centenary meal in Oct 2021, £50 for AGM food.
7	Rides List Dec 2019 –March 2020	This was 90% completed before the meeting. Final gaps filled by Simon and George. Thank you Both! Action George to format Rides List ready for publication.

8	<p>Tours 2020</p> <p>A) Majorca John and Mike</p> <p>B) East Anglia Alan</p> <p>C) Ladies Tour Vicky</p>	<p>A) Majorca: In Mike's absence not a lot to report, discussion on Insurance ensued. JET 2 have insurance as requirement for this tour. Peter emphasised the additional costs if riders were taken ill on tours abroad. Actions It was agreed that all CTC tours in future would require adequate insurance cover to be purchased by each participant. (Check that this is in our guidance for Tour Leaders on the admin website) Bob and Mike to clarify the extent of Cycling UK cover for tours abroad for individuals and Ride Leaders</p> <p>B) East Anglia: Alan gave an over view of the tour he has devised which requires riders to book own accommodation. The tour can be segmented for week-enders and a 9-day version. Alan has provided an extensive tour plan, with guidance for B&B booking, routes and places of interest. This is available on the website</p> <p>C) Ladies Tour 2020: Vicky shared plans for 3 day tour on last week-end of June, to Oxfordshire and Worcestershire Action: Vicky to send publicity to Bob</p>
9	Centenary Sub committee - matters arising	This group meets 21-11-19. Brief perusal of programme for 2021. Hearsall Common Golf Club booked as venue for Centenary Meal. A new contact with Exhibitions officer at Coventry transport Museum has been identified (Ben Coley). Report will come to this meeting, with summary of events and estimated costs. Paul M is editor of centenary Leaflet Action 75 th year pamphlet to be posted on Website (Alan) in addition to printed copies.
10	Website report Alan	Alan demonstrated the components of the Admin website he will make available to all Committee members and Ride Leaders. The intention of the site is to provide resources to all of us, to make our jobs easier and provide consistent approach when post-holders change. Great Job Alan!
11	Membership	It appears just one or two regular riders are not up to date with Cycling UK membership. A quiet word required? What is more concerning is that new riders coming via the Lets ride Website are getting insured with British Cycling. Before they join us. ACTION As a temporary measure we agreed that this cover would suffice with the expectation that these riders if they continue to ride with us they join Cycling UK when their current cover expires. Bob to check that our ride leaders can accommodate this situation, by contacting Julie Rand Cycling UK
12	Promoting the Club in 2020	<p>Alan was keen to get some ideas from the meeting on promoting the club in 2020: Discussion: How do we grow the club without it becoming unmanageable? If rides are heavily subscribed, they need more managing, 2nd leader, GPX routes published in case of group split etc / Increase in Cycling UK numbers: this is the national ambition/ broadening membership: more women on long day rides/ more from BME community maintaining attendance. /An awareness that modern families have increasing demands, not everyone can spare a whole day out of their week end unless retired./ Consider occasional Family events?</p> <p>Actions; to consider how we utilise "Lets Ride" further, Press /TV/ radio features to get us warmed</p>

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13	Schedule of meetings	Centenary sub committee November 21 st 2019 Dave's house

Committee role	Holders name	Activity
Chairman	Bob Tinley	Oversees all activity of club, member of centenary committee, HSBC sub committee.
Newsletter publisher	Bob	delivers weekly bulletin via blog,
Treasurer	Keith Jeacock	Manages internet banking to pay regular commitments and expenses , reports to committee , AGM an Cycling UK
Secretary	Vicky Palethorpe	Minute and agendas for meetings receiving and addressing contacts including emails, communicating to club members via email or website
IT manager	George Riches	Data manager, Rides planning sheets, rides data, Link with Cycling UK. Managing Mail Chimp
Web master	Alan Jelley	Website Monitoring usage, updating and modification
Auditor	Paul Whitehead	
Welfare Officer	Mike Thomas	As per Cycling UK guidance
Social Secretery	Dave Hearn	Winter Club Room/Meriden Cyclists Memorial Liaison / Christmas Dinner
Promotions officer	Alan Jelley	Co-ordinating promotion activity, press links web media social media
Peter Seaman		Committee and Centenary committee member
Pip Milton		Committee and Centenary committee member

Explanation of Mail Chimp and Cycling UK HQ mailing lists

Mailchimp is our own mailing list, this is a free third party web server used for bulk emailing. It has a capacity for up to 2000 but we send out usually 375 weekly, we have 450 names, 150 have unsubscribed. We have 3 users, Bob, George and Alan?

We add emails of new riders to this list as soon as they are given to us. (George does this currently)

Bob uses this to send out his weekly blog/newsletter and it has short cuts to our CTC web site

Would-be subscribers can enter their own email address to the mailing list by completing the form at live.coventryctc.org.uk/ctc-coventry-ctc-rugby-weekly-bulletin

Cycling UK member group tool

1. There are about 650 members in our Cycling UK group, but Cycling UK has email addresses for only 400 of them.
2. As far as I know, Cycling UK does not inform members of our group about our rides.
3. We can access some details about members such as their name and the first part of their postcodes, but not their email addresses.
4. There is a feature whereby we can create the text of a message and then contact Cycling UK who will send the message to all members in our group.

