**MINUTES OF CTC Coventry officers meeting Meeting**

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|  | TOPIC | ACTION AND ACTION BY | STATUS |
| 1 | Attending | ATTENDEES Bob Tinley,, Shona Hudson, Roy Bhakta George Riches, Keith Jeacock Vicky Palethorpe, |  |
| 2 | Purpose Confirmed | Officers meeting to address essential club business and overview new club structure which includes activity groups |  |
| 3 | Finance report from Keith | Financial report below.  Currently showing in our account £5152.94  This amount includes 34 x £30 for the 100K = £1020  It also includes Air Ambulance collections of £530  paid clubroom for the next 10 sessions £400 but yet to show in the account  paid a refund to Peter Farrell of £30 but yet to show in the account  money in our account not available for is £5152.94 - £1980 = £3172.94  Note: Expenditure **100Km:**, Both amounts already accounted for  deposit paid £50 deposit for the Burnt Post  £25 deposit for tea stop  Keith reported in his feedback to Cycling UK on Annual Financial report “More simple spread sheets please”. |  |
| 4 | Welfare/Safeguarding | Shona has written a code of conduct for all club members.  Shona and Roy have met to introduce the role to Roy  No other issues | SH to Circulate Code of Conduct to Leaders and committee |
| 5 | Registration | George hopes to reconcile his data with Cycling UK data on 14th July 646 members of Cycling UK in our area.  !39 went on our rides last year, 59 went on our rides more than 5 times  One rider, known by Bob, will be asked to join Cycling UK . |  |
| 7 | On the bike group | This Activity Group, including Bob, Marina, (Sak) Mike and Nigel are working well . 5 leaders have led 50% of rides, so they are looking at ways to get more ride leaders active. And Mike has offered to hold a BBQ in the summer as a social event for RLs RL meeting planned for 1st October. |  |
| 8 | Off the Bike group | Dave and Vicky have met once to scope out the areas of this group . Meriden, Clubroom programme and Xmas meal featured. They will meet with Keith J soon to write up the schedule for delivery of Meriden Services and are researching Xmas meal venues in Coventry. | DH, VP and KJ to meet Sept 7th |
| 9 | Comms Group | Alan will be setting up activity group shortly to focus on WhatsApp groups and identify other communication gaps. Shona has the clearest vision for this and is researching. | AJ and SH to co-ordinate meeting and discussion |
| 10 | Publicity and promotion | 1. Martin and Vicky have been exploring Martins idea to have a Dr Bike event in conjunction with the Park runners. It was established that we could not be responsible for working on Other riders bikes as our insurance does not cover this activity. Martin had got Jardines cycles interested in Helping. It took a considerable time to talk to a member of the park runners community( Kath Venn) who explains that the Park runners don’t do partnership working with anybody!!  2. There will be a BikeFest event in the city on September 10th, Same day as our 100km ride. Vicky is exploring ways we can be involved, with few club members available.  3. Re Air Ambulance . Keith is in contact with Leanne, head of Donations, Northants/Warks and Leic. She will publicise our donations with local press and radio release with photos,  4. Keith reported that Air Ambulance have invited us to an open day in Northants on August 4th . We need to look out for a similar event in Cov and Warks  5. Rays bench the work on this is progressing and should be completed mid August | VP to co-ord Bike fest Sept 10th  KJ and VP to publicise on our website and send to Cycling uk  Circulate photos to F/book bulletin and website  Press article? |
| 11 | Advocacy | George is using Facebook and the Bulletin to bring attention to events and consultations taking place. |  |
| 12 | Next actions | Circulate minutes to this group  Circulate Minutes to all committee  Date of next meeting TBD |  |

**WEDNESDAY 10TH JULY 2023**