

GILLINGHAM & DISTRICT WHEELERS
COMMITTEE MEETING
MINUTES from Tuesday 31st July 2018

LOCATION: Coronation Club, Buckingham Road, Gillingham, SP8 4QF

Item	Details
1	Chairman's Welcome
2	Apologies: Daryol Laws, Sarah Roberts, Philippa Cannings, John Phillips
3	Minutes of Last Meeting: Minutes of the last meeting held on 11 th June 2018 were approved by the Committee.
4	Actions from Previous Meetings:
4a	Gillingham Twinning Association – DL wasn't present so no update on this.
4b	John Homan Bike – See item 6f
4c	CTT Monies - DL wasn't present so no update on this.
4d	BC Remittance for £47 – SR advised by email that this has been received and matched against the funds received.
4e	Additional Races – Two additional races were held at Henstridge on 16 th & 31 st July – See item 5b
4f	Richard Hansford membership – PH organised this immediately after the last meeting.
4g	TT Fees 2018 – JL has notified members to confirm this year's TT entry fees
4h	TT Helmet Policy – JL has emailed members, and updated the website & Facebook to confirm this.
4i	Online Shop Opening Periods – See item 5c
4j	Volunteer Rewards Scheme – See item 6a
4k	Volunteer Register 2018 – See item 6a
4l	Publicity Flyers – See item 6e
4m	Gillingham School Awards – No contact yet made with Julian Calloway regarding sponsoring their cycling award. ML will follow this up.
4n	Sociable Shorter Rides – DL led the first of these on 7 th July. Next ride is due on 4 th August, then 1 st September.
4o	End of Season Awards Night – See item 6c
4p	25 th Anniversary Dinner – See item 6b
4q	Speaker for Anniversary Dinner – see item 6b
4r	GDW Academy - DL wasn't present so no update on this.
4s	Forecast Club Surplus – See item 5
4t	Admin Access – MS has set JL up with the relevant permissions
5	Treasurer's Report: Currently there is about £12,600 in the club bank account. After allowing for future income and expenditure in 2018, SR estimates the Club should have about £12,100. A breakdown of the Road Race accounts has been forwarded to MS & PH.
5a	Time Trials Update: There have had to be a number of course changes due to road works, but otherwise all has run well. Entries seem to be low in comparison to a couple of years ago. PC wonders whether the format,

	<p>particularly of the championship needs to be reviewed and whether the Club could do more to promote the weekly TTs.</p>
5b	<p>Circuit & Road Race Update:</p> <p>The last of 8 circuit races was held on 30th July. The second road race is due to take place on 2nd September and will be open to 2, 3 & 4 Cats. Only 20 entries so far, but MS will promote the race further.</p> <p>Following the issues with warning lighting on Roger Limerick's car at the last road race, it was suggested that borrowing a courtesy car from one of the local garages could be a solution. MS & VH agreed to investigate this further. MS will in due course contact members to fill the various volunteer roles for the day.</p> <p>MS has spoken with Mark Geddes regarding the 2019 races. Mark G said he has been unhappy at the disruption caused for the non-racing juniors with the races held on the same night as they train. MS felt we should try to accommodate this view when scheduling next year's races, and it was suggested we should all seek alternative closed circuit race venues too.</p>
5c	<p>Club Kit Update:</p> <p>We ordered 50 discount codes from Kalas and 42 of these have been distributed to members, and 38 used so far. The first batch of kit has now arrived and is being distributed by PH.</p> <p>Online Shop - This was discussed and it was felt that we should seek to have the shop open on a semi-permanent basis but with 'cut-off dates' for when orders received will actually be put into production by Kalas. JL will liaise with Kalas and PH on this.</p>
6a	<p>Volunteer Rewards Scheme:</p> <p>MS & VH have started to put together a register of those who have helped at events during 2018 and it was agreed that this should be back dated to 1st January 2018.</p> <p>VH & MS will identify the various volunteer roles, eg marshal, ride leader, event organiser.</p> <p>It was felt that different roles should receive different levels of reward – eg organising the road races involves a lot more work than being a turn or junction marshal. VH & MS to propose appropriate levels of points for the different roles.</p> <p>When the likely total number of points awarded is known the Committee can discuss the appropriate value of each point. Initially the points will be used to provide discount codes for use in the online club shop, but ML felt that in the medium term then alternative rewards should be offered.</p>
6b	<p>25th Anniversary Dinner:</p> <p>ML has contacted a number of different venues with the aim of holding the dinner at the end of October or beginning of November. ML provided information on the offerings from the venues along with their capacity and pricing structure. It was universally agreed that the first choice should be the Roth Bar & Grill in Bruton on Saturday 3rd November, obtaining exclusive use. They initially quoted £1,500 for exclusive use, plus £56.20 per head (3 courses + prosecco reception) + 10% service charge. ML will contact them to see if she can negotiate on their prices and proceed with the booking.</p> <p>JL has made contact with cycling author & blogger, Felix Lowe who is very keen to join us as guest speaker. His father lives just outside Tisbury & Felix went to Sherborne School so there is a local angle too. The Club will need to pay for Felix's travel to / from his home in London to Tisbury, plus travel to the venue (say £200 max), his meal and his 'appearance fee' of £200. Felix will stay with his father and will look to join us on the Saturday club ride too.</p> <p>The ticket price and amount of Club subsidy was discussed. It was felt that the price needs to reflect the varied financial situations of Club members whilst also not using too much of the Club's funds for the event. It was agreed that the Club should pay for the venue hire and speaker's costs and then subsidise the ticket price.</p> <p>Although very difficult to know the 'sweet spot' on the ticket price, a figure of £35 ph was suggested. If we sell 60 tickets, then the total cost to the Club will be about £3,660. If 70 tickets are sold the total will be about £3,930. <i>(Please see subsequent emails for update on costings etc)</i></p>
6c	<p>End of Season Awards Evening:</p> <p>CR has checked availability of the Coronation Club for an end of season awards and social evening. Obviously this cannot conflict with the Anniversary Dinner! There is a band on at the Club on Sat 17th November but other Saturday evenings are free in November. Therefore we need to decide whether to hold this on 10th or 24th November.</p>
6d	<p>Website Update:</p> <p>In addition to the original quote from The Design Works in Kendal, additional quotes were obtained from Sugarweb (GDW member David Bell's company) and from Studio Five (GDW member Kim Little's</p>

	<p>company). MS & CR recommended to the Committee that having considered the various quotes, Studio Five should be appointed to design the new GDW website, and the Committee agreed that we should proceed with Studio Five.</p> <p>MS will inform Kim and the unsuccessful bidders also need to be advised.</p>
6e	<p>Publicity Update:</p> <p>ML has tried unsuccessfully to get a quote for some posters that could be used to promote the Club in local sports centres, coffee shops etc. She will continue to investigate the idea and will also contact Paul Stagg in this regard. ML did feel that we need to agree a Club branding for this and other promo material to really work.</p> <p>If we are to hold a couple of Club Open Days in May 2019 the planning for these will need to start in the next couple of months. Any ideas on these events are welcome. VH said that Kim Little has offered to make his Zwifting stations available for promotional events.</p> <p>We could also really do with a Club banner to provide a backdrop at race prize giving and promo events. If anyone has any contacts for the production of these then please advise the Committee.</p> <p>The Club now has a public and a private Facebook page in addition to the website. It was agreed that posts to the private site should be moderated before they can be published.</p> <p>The publishing of the routes for the Saturday rides on the Thursday or Friday on Facebook has been well received and hopefully all the ride groups will start to do this on a more frequent basis.</p> <p>Now that the new kit has arrived we need to organise a photo shoot ride to provide photos for the new website as well as a press release. Hopefully this can be sorted in the next couple of weeks.</p>
6f	<p>John Holman Track Bike:</p> <p>Following the quote from Wheels for the restoration of the bike, PH has offered some items for use in the restoration. It was also felt that the bike should be restored to a single speed machine with a free hub that could be used at coaching sessions, rather than as a dedicated track bike that would get limited use. CR & PH to liaise on this.</p>
6j	<p>GDW Academy Update:</p> <p>No update as DL was not present.</p>
6h	<p>Membership Additional Benefits:</p> <p>JL has contacted a number of suppliers to put together some additional benefits for GDW members to help the Club stand out from other local casual cycling groups. Before sending this to the membership, CR will put together details on the Wheels offering. Details of the benefits will also be linked on the website and can be sent to new members when they join.</p>
6i	<p>2019 Coaching:</p> <p>CR has put together some ideas for coaching in the Club in 2019 and beyond. The aim would be to provide 'community coaching' to improve riding skills across all age groups. Unlike the existing Academy, this would not be race focussed, but aimed at all round riding. This would enable the Club to maintain its Go Ride status and enable the Club to work towards achieving Sport England's Club Mark award.</p> <p>Initial ideas for venues are Gillingham School and Orchard Park, but other suggestions are welcome.</p> <p>The Club will need a couple more BC qualified coaches so that there is a pool of coaches available to run the sessions, rather than becoming reliant on just one or two people. We will also need a couple of Safeguarding / Welfare Officers.</p> <p>CR will approach the possible venues to see if they are available.</p> <p>It would also be very helpful if Committee members could approach people who might be willing to become BC Coaches as the next Level 1 Courses are in October.</p> <p>https://www.britishcycling.org.uk/coaching/article/coast_Level_1_certificate_new-Level-1-Certificate-in-Coaching-Cycling--0</p>
9	<p>Any Other Business:</p> <p>MS wondered whether new member applications should be vetted by the Committee before being accepted. The general feeling was that the current system generally works and that the Membership Secretary is able to use their discretion in this area. If the situation changes, then this can be revisited.</p> <p>MS suggested the Club put on a Cycle Treasure Hunt in September whereby teams would need to navigate their way around the area using clues as to the next destination. Broadly this was thought to be a good idea.</p> <p>EG mentioned that it would be good to repeat last year's end of summer ride.</p>

	PH commented that we now have 99 paid up members.
10	Date of next Meeting: No date was fixed for the next meeting but JL will contact Committee members with a view to holding the next meeting during September.

SUMMARY OF ACTIONS ARISING / CONTINUING	
DL	Contact Gillingham Twinning Association
DL	Check with CTT that all monies due from the Open TT have been received.
DL	To continue to liaise with Mark G re future of the Academy
JL	Contact Kalas to arrange opening of club shop & closing date
MS/VH	Complete register of 2018 volunteers Define volunteer roles & propose appropriate level of points per role Estimate total points likely to be accrued in 2018
WEB	Contact Kim Little to confirm proceeding with him and commence process Contact unsuccessful applicants and advise accordingly
CR	Provide Wheels membership benefits wording to JL for Additional Member Benefits programme
JL	Advise membership of Additional Benefits once CR has provided Wheels wording
ML	Contact Roth Bar & Grill to confirm prices & availability for Anniversary Dinner & arrange booking
COM	All to promote the Anniversary dinner and encourage bookings from members & past members
CR/PH	Liaise over rebuild of John Holman bike
CR	Contact possible venues for 2019 Community Coaching
MS / VH	Contact local garages regarding borrowing a courtesy car for John Holman Road Race
COM	Promote idea of becoming a BC Coach to membership
COM	Suggest contacts for supply of club banner
COM	Agree date for Awards Evening at the Coronation Club in November (10 th or 24 th)

WEB – Website sub-committee
COM – Committee Members

Ongoing Items for Future Discussion	
Bike Boxes	The committee had agreed in principle to the purchase of 4 bike boxes, to be hired out to members, but the actual purchase will be dependent on having a suitable storage facility.
Club Storage	CR agreed to research possible storage options for club possessions, such as event signage, bikes etc.
Membership Fees	Committee to review membership fees and categories ahead of 2019
Open Days	Discuss format and make arrangements for May 2019
Gillingham School Awards	Contact Julian Calloway at Gillingham School re sponsorship of sports prize
Publicity	Research cost of publicity flyers that can be used to promote the Club & club events in local sports centres, cafes, shops etc