CHIPPENHAM AND DISTRICT WHEELERS

COMMITTEE MEETING MINUTES

19.00 Monday 11 December 2023

Chippenham Sports Club, Hardenhuish Park.

MINUTES

1. Procedure

a. New committee members Daffyd Howells and Rob Duncumb welcomed.
b. Attendees: Andy Cook (chair), Sue Andrews, Paul Winchcombe, Stewart Smith, Daffyd Howells, Sheni Jiwa , Rob Duncumb, Jamie Brosch . Apologies from Rich Buckley, Jerry Tyzack.
c. November minutes approved with SJ comments incorporated, plus change of PW's CTT role to West, not South-West. To be published as PDF on the website (done).
d. Actions from the previous meeting reviewed.

Actions carried forward:

2310.3 Action, investigate options for a pump/track stand for installation at the sports club. RB/SJ

2311.1 Send email to expired member AC. RB (Done 2/1/2024)

2311.9 Draft modifications to new member welcome email including SSC benefits and how to obtain SSC membership cards. **SJ**

2311.10 Short-term improvement to new member welcome email to add links to website on event calendar and ride activities. RB (Done for new members email).

2311.11 BC affiliation renewal. **AC** to follow-up with JT to confirm payment. (Done with AC paying and being reimbursed). Follow on RB added as administrator of club but awaiting this being actioned by British Cycling following email in December 2023).

2. Review of membership

Information not available at the time, follow up in January 2024.

3. Event retrospective

a. Time trials - nothing to report
b. Leisure rides - smaller numbers lately, most likely due to the weather.
c. Social events - Skittles Night held on 17th November. Good turnout of 42 with a cross-section from all parts of the club including partners/families. £130 surplus raised for Doorway. Report already posted on website news.
d. Follow-up actions - none.

4. Future event programme

a. Time trials - all club and open events now published on website
b. Leisure rides - programme for new year is in development.
c. Social events
    i. Ghost Tour in Bath 16th Dec - circa 20 people signed up, can take more.
    ii. Club Nights - topics and presenters:
        - Jan 10th - 2023 Photos Review - SA to contact Midge
        - Feb 14th - RWGPS Route Planning - SJ
        - Mar 13th - topic & presenter TBC
        - Apr 10th - topic & presenter TBC
        - JB has offered to talk on Cycling Health - could do March or April dates
        - PW has offered to talk on Time Trialling - clash with TT event 10th April
        - **SA** to arrange publishing Club Night details on club calendar
        - SJ can loan a projector and AC can loan a projection screen

    iii. Club dinner and awards night
        - Date confirmed 17th Feb 2024.
        - **SA** to confirm booking at Angel Hotel. (Done)
        - Evening to include hot food (possibly a served buffet) and disco.
        - **SA** to contact DJ for availability and pricing. (Done)
        - Committee agrees to subsidise up to £5 pp to keep ticket price under £30pp.
d. MTB/Off-road
    i. Survey link to be repeated in next newsletter as only a few replies so far.
    Ii. Dylan has kindly offered to organise Spring/Summer Thursday evening gravel rides

e. Velodrome
    i. 8 members attended the recent Sherston CC session in Newport
    ii. AC has provided availability dates to coach a couple of sessions in February. Agreed that 2-hour sessions would be best, to allow for coaching both novice and experienced groups. **RB** to check velodrome availability for Feb.

f. Winter Wednesday Night Rides
    i. Getting a regular 3 or 4 riders so continue with these.

5. AGM retrospective

a. AGM minutes approved for publication on website (e.g. as provisional, as won't be formally approved until the next AGM in Nov 2024. Action **RB** (Done)
b. 2024 AGM date agreed as **27 November 2024**. Add to calendar. Action **RB** (Done)
c. Membership Fees renewal - following approval of motion it was agreed to implement the change for existing members with effect from 1st January 2024, to align with the quarterly scale of renewal fees in the approved motion, on the understanding this to be the simplest/least effort way forward . Messaging in membership renewal emails needs a positive narrative explaining the change to members, especially for those not at the AGM, so they understand they will be paying no more than in previous year. Action **RB** (Partially done with correspondence taking place with RiderHQ).

6. Strategic matters

a. Membership matters
    i. Facebook - agreed to Facebook elements of draft Social Media Policy circulated on 11th Dec and summarised at the meeting. Also agreed to close Twitter/X account and to WhatsApp proposals. Implementation to start in Jan. Policy to continue development to research approach to club Strava group and to align safeguarding section with BC's new policy. Action: **SJ.** (RB - Twitter account deactivated, Twitter gadget removed from website home page).
    ii. SSC membership cards - update needed for communication out to members, following the AGM where many did not yet have a card. SSC Chair had committed at our AGM to report back to the club on this. RD reported he had checked his original card with the bar staff who confirmed it had been renewed. Action **RB** (Update - Joiners and Leavers membership list exchanged with Sports Club 17/12/2023).
b. Communications
    i. JB plans next newsletter for January. Topics to include AGM, Skittles Night, MTB survey reminder, Insurance reminder…..
    ii. Short email to go out before Christmas summarising the holiday programme. Action **JB**
c. Treasurer's Report
    i. Bank balance reported by AC as £12,788.01
    ii. Discussion on the need to support the Treasurer to prepare 2022/3 accounts; a club member has kindly offered to assist. PW has also provided a balance sheet template that may be helpful.
d. Sports and Social Club liaison
    i. Club-Ed App meeting 20th November attended by RB and SJ. No other sections attended. Looks to have extensive functionality, probably more than we need, but should cover most of our requirements and could eliminate RHQ and Stripe transaction fees completely. Comes with an annual charge which might reduce if other sections take up as well. Need to perform a cost comparison to see if it is worth progressing and, if so, take a deeper look into the app.
    ii. Sports Club Newsletter - agreed to publish as-is on the website. Action **RB** (Done at the end of December).

7. AOB

a. Social Events sub-committee - SA reports that Jane Fitz-James has also joined the social events team.
b. Sub-committee comms - agreed that *committee@* email alias will only include the Committee members. Coordinators to disseminate information to sub-teams as appropriate.
c. Governance sub-committee - to review and refresh club handbook and rules over the next 6 months. SJ, AC, RB? Plus DH and RD offered to help.
d. Doorway Charity Payment - agreed to make a payment of £465 to Doorway, representing the funds raised in 2023 from various events. Action **AC/SJ** (Done 2/1/2024)
e. Club Charity for 2024 - to be discussed and agreed at the January meeting. Committee members to suggest ideas. Action **ALL**
f. Apologies for next (January) meeting - DH, AC and JB. Although AC may be able to join over Zoom if a link can be provided.

Updated welcome email

—

Dear $FIRSTNAME$ $LASTNAME$

Thank you for your membership application. This has been approved and your membership number is $MEMBERSHIPNUMBER$. Membership is valid though to the next 1st April and is renewable on 1st April for the following 12 months.

If you have applied for a couple membership, please ensure you have completed information for both senior members. If you wish to add children onto the membership, these should be joined separately.

Please take time to read https://www.chippenhamwheelers.org/club-activities/ which explains the expectations on riders attending our programmed rides. The events programme is published a month in advance and can be found at https://www.chippenhamwheelers.org/events/. If you have any queries, please get in touch with the club secretary or the event organiser and they will be pleased to help.

We look forward to seeing you out on a ride or other club activity in the near future. Keep an eye on the web site club calendar for scheduled events and usual social media channels for other adhoc activities.

Regards and safe cycling,

Club secretary

—