

PORTSMOUTH NORTH END CYCLING CLUB
COMMITTEE MEETING
11th October 21, 19:00 at the Mountbatten Centre. Function Room



Minutes and Agenda : COMMITTEE MEMBERS:

| | Holder | Role | contact email | Report |
|----|------------------------|----------------------|--------------------------------|--------|
| 1 | Peter MacLellan | Vicechairman | vicechairman@pnecc.co.uk | Y |
| 2 | Paul Martin | Secretary (Trustee) | secretary@pnecc.co.uk | N |
| 3 | Ray Gregory | Treasurer (Trustee) | treasurer@pnecc.co.uk | Y |
| 4 | Lizzie Jenner | Membership Secretary | membership@pnecc.co.uk | Y |
| 5 | David Knight | Timetrial Secretary | timetrial@pnecc.co.uk | N |
| 6 | Ken Houlberg | Road Secretary | road@pnecc.co.uk | N |
| 7 | CX | Alan Collins | cx@pnecc.co.uk | Y |
| 8 | <i>Peter MacLellan</i> | Club Captain | clubcaptain@pnecc.co.uk | Y |
| 9 | vacant | Coaching Coordinator | coaching@pnecc.o.uk | Y |
| 10 | Ben Allen | Media Secretary | media@pnecc.co.uk | Y |
| 11 | Beth MacLellan | Club Kit | clubkit@pnecc.co.uk | N |
| 12 | Alan Collins | Social Secretary | social@pnecc.co.uk | Y |
| 13 | Dave Swaffer | Welfare Officer | clubwelfareofficer@pnecc.co.uk | Y |
| 14 | Simon Littler | Members Rep | | |
| 15 | Fran Marshman | Members Rep | | |

Open invite to all members to attend.

Tim Lawn, captain nominee 2022; Carl Benfield; social nominee 2022; Harry Jackson, PNE@125 subco member; Andy Connelly:

1. Apologies for absence

- Lizzie Jenner; Ken Houlberg

2. Minutes of the last meeting

Minutes and summary update emailed to members 16.9.21, also posted on the FB members page.

3. Matters arising from the last minutes

PORTSMOUTH NORTH END CYCLING CLUB

COMMITTEE MEETING

11th October 21, 19:00 at the Mountbatten Centre. Function Room



Membership Manager now live on the club BC webpage, inc Buying/ renewing Membership online. Comms to be sent to all confirming the replacement of the legacy system. Thanks to Lizzie for this work.

Website ready for launch. Page owners have been reviewing/ updating content. Thanks to Gareth for driving this initiative since April, and for all that have provided content 20+ members, excellent team effort. Updating the website was a priority action requested by members in the recent survey.

4. Correspondence

- BH Live- Cycling Development Network (16th Sept) - Peter & Gordon
- Park Farm, pop-up invite, (11/9/2021t) - Club Captain
- Sports Cycling Holiday (9/11/21), outcome of S'ton Sporterium) - Vice Chair & Road
- Phd study (Charlotte Stevens) 13/9/21 - Media
- Cycling without Age - 22/9/21 - Chandler Brujo, Cycling Without Age Volunteer Coordinator.

Vice-chairman

5. Club level appointment in the last period

a. Volunteer coordinator - consider deleting the position (long term vacant & unused) and volunteers are coordinated by activity leaders. Funding Officer - propose to remove the position (long term vacant & unused) and volunteers are coordinated by Activity Lead, supported by Treasurer.

- **Decision/ Outcome** – Peter to submit for AGM decision & formalisation.
- b. Prize giving prep support group running. Alan, Carl, Ben, Peter + 2 sought
- **Decision/ Outcome** – the team are trusted to deliver an excellent social event for the club.

6. Matters arising from Committee Members' reports (circulated in advance)

- a. Treasurer – Ray Gregory,
- b. Membership Secretary – Lizzie Jenner
- c. Time Trials Secretary – David Knight
- d. Road Secretary – Ken Houlberg
- e. CX/ Track Secretary – Alan Collins
- f. Club Captain – Peter MacLellan
- g. Coaching - vacant, no report in the period
- h. Media and Public Relations Officer – Ben Allen
- i. Kit Provider – Beth MacLellan
 - i. Addition of NoPinz as a Kit supplier.
 - **Decision/ Outcome** – agreement of Beth's proposal to add Nopin in addition to Kalas and communicate to members. Excellent introductory offer form Nopiz.
- j. Social Secretary – Alan Collins.
 - ii. 2021 Committee Awards.

PORTSMOUTH NORTH END CYCLING CLUB

COMMITTEE MEETING

11th October 21, 19:00 at the Mountbatten Centre. Function Room



- **Decision/ Outcome** – Committee award proposals discussed round table. Decision in principle on several. (nomination to be announced at the awards evening). Urgent as info to be concluded by month end. (Next year the decision will be prepared in Sept 😊).
 - i. **Martin Randle memorial PNECC Committee award** , proposed P Martin, 2nd Simon Littler
 - ii. **Barnsdale Trophy - Most meritorious performance**, no nomination for 2022
 - iii. **Manners Cup - Best Senior Member** – proposed P Maclellan, 2nd Paul Martin
 - iv. **Sid Mead Trophy - Best Junior member**, no nomination for 2022
 - v. **PNECC Special Recognition - to reward racing that has raised the club's profile.** – Nomination P MacLellan, 2nd Fran Marshman

- iii. 2021 Award evening budget request
 - **Decision/ Outcome** – Award evening budget of £11 per head agreed. Est attendees is 80.

- iv. 2021 Award evening budget request
 - **Decision/ Outcome** – UCI Track Trip, budget of £140 agreed. Alan to submit the details to Ray for payment.

- v. 2021 Trophy Protective CAses
 - **Decision/ Outcome** – Further to recent trophy repairs The recommendation for Protective cases for awards is agreed in principle. Carl to send the quote for review approval once available for prompt decision. Alan confirms no other repairs are needed to trophies

- k. Welfare Officer – Dave Swaffer

7. Agenda Items

a. 2022 Budget Preparation (Ray & Peter)

The club has previously operated a “running balance”. The 2022 financial Year started 1st Oct. The club shall manage to a Budget for 2022. (PNE@125 action). The club is using a “Club Matters” standard template tailored to PNE.

Decision/ Outcome, 2022 early draft worked round table, to be continued to Nov comm mtg. Key points:

- Decision required on “reserve/ surplus” level to be proposed the treasurer. (based on a relevant “best practice guideline if possible).
- Notes that the fixed cost base for the club is low so there are strong/ direct controls to reduce expenses,
- “Open” Road and TT are the event incomes are opportunities; The committee and members should work together to make both very attractive and successful. Choice of TT course is key to increased participation. (Dave working on this).

8. Any other business

PORTSMOUTH NORTH END CYCLING CLUB

COMMITTEE MEETING

11th October 21, 19:00 at the Mountbatten Centre. Function Room



a. Annual General Meeting - Briefing on Preparation and timeline (Paul Martin), participating committee members/ duties to be covered, decisions/ info to be prepared & communicated.

Decision/ Outcome: Communication timeline, member engagement. Quorum for the AGM is 25% of membership, 39 members based on 158 members. Paul Martin will issue the communication to members in the next days i.a.w. the notice required by the club rules. AGM will be for 1 hr on the 27th Nov.

b. Succession progress & update Paul Martin - secretary successor; Peter Mac - captain successor;

- Carl Benfield, has been proposed as Social Secretary by Alan. Appointment to be part of the AGM. Proposal is 2nd by Peter. Carl joined the meeting
- Tim Lawn, has been proposed as Club Captain by Peter Mac. Appointment to be part of the AGM. Proposal is 2nd by Simon Littler. Tim joined the meeting
- Post committee: Mark Mitchell, has been proposed by Kevin Brackstone for Treasurer & seconded by Ken Houlberg
- Paul Martin is yet to identify a successor for the Club Secretary position and continues this important work.

c. Alan – social

- CX trophy proposal, not discussed
- #freetoPNE administration

Decision/ Outcome: Proposals for using club funds should be made to the committee, and the agreement managed with the treasurer

- Andy Connelly, Riding 100miles, proposal to share experience of endurance riding and encourage/ lead a group in their first 100mile ride

Decision/ Outcome: Proposals for an event to share experience, and a club 100mile event was warmly welcomed as innovative. Carl, Dave Knight & Ben offer their support, any proposal for support is welcomed by the committee. Carl will share the current Q2 calendar of events to seek a best fit time for Andy and the participants. Ben offers a social media/ publicity event.

9. Date of next meetings (next 2 qtrs)

- 15th November
- w/e 27th November - Social Evening with Prize giving,
 - i. AGM of 1 hr will precede the Social Evening.
- 2022, Q1
- 17th January; 21st February; 4th April



Committee Reports in the period

Vice Chairman, acting "Report" (Period 11.9.21 to 6.10.21) , Peter Mac

- Club Matters, prepare for yr future workshop 15th Sept with Ray
- PNE@125 - survey and results review complete. Step 3 round table to prep 3 objective with measures and targets. Also to align on 3 year club vision model. On track to present Step 4 for committee review in Nov. Quick wins are in work including web site, social activities, local identify, prepare budget, prepare comms plan.
- Meeting with Portsmouth Cycling Cooperation group, BH Live chaired. Groups will map activities and links, invite to breeze and CTC as stakeholders. The concept for a one stop "all cycling" web page was well supported. BH taking to BC and Ports City. Major event end Q1.
- Club affiliation is now due and will be completed before month end. Go ride will be prepared with coaches, and BC South for submission before y.e likely end Nov.

Secretary - Paul Martin

No report.

Treasurer – Ray Gregory, (Period 2.9.21 to 7.10.21)

2nd September 2021 when the balance on the Club account was £6,522.98, the balance on the Club account currently stands at £6,001.18 which accords with the Club Accounts. This is also the balance at the end of the 2020/21 financial year.

Income since my last report totals £816.70 and includes

- £37.00 Membership,
- £280.90 Kit - clothing sales,
- £462.50 TT entry fees
- £36.30 Captain - receipts for the Anniversary Isle of White trip.

Expenditure since my last report totals £1,373.00 and includes

- £380.70 Kit - NopinZ Caps at ,
- £710.00 TT - CTT Affiliation Fee and TT Levies ,
- £262.30 Captain - Refreshments on the IOW Anniversary trip
- £20.00 Media - Social media publicity.

Membership Secretary report: Lizzie Jenner

- Buy membership now live on BC; 4 new memberships purchased online since 4th October.
- Queries also increasing via BC website; 3 in the last period.
- Contact detail check/ update phases now to end of Nov. Download and archive legacy info.

PORTSMOUTH NORTH END CYCLING CLUB
COMMITTEE MEETING
11th October 21, 19:00 at the Mountbatten Centre. Function Room



| | U12 | Junior | Youth | Adult FULL | Associate | Total | Life |
|--------|-----|--------|-------|------------|-----------|----------|------|
| Female | 2 | - | 2 | 18 (+1) | 2 | 21 (+1) | 1 |
| Male | 4 | 2 (+1) | 3 | 114 (+3) | 7 | 132 (+4) | 4 |
| Total | 6 | 2 | 5 | 129 | 9 | 153 (+5) | 5 |

Road - Ken Houlberg

Report to be submitted

Timetrial - David Knight

Report to be submitted

CX & Track - Alan Collins

Wessex Cyclo-Cross league- 4 events so far this season, with the next being Southampton 17th Oct. Rob Ford has competed in the Vet 40 cat in 3 of them.

BC South Talent Development are running some sessions for juniors and Youths on Calshot track starting 24/10/21 To my knowledge there have been no PNE members that have competed in track events this year. There are plenty of Track events/leagues advertised on the BC events webpage for the next 4 months, with the most local being in Reading.

Club Captain, Peter Mac

Club Captain "Report" (Period 28.9.21 to 07.10.21)

Ride Leaders (Update to Cycling UK, resp' of Captain.)

1 inter leader added, 1 gravel leader. Priority is +2 social active leaders.

Club ride participation (previous period) Total Average - 30 (35)

- Sporty Average Group Size - 5 merged with inter 2 occasions
- Inters Average Group Size - 11(12)
- Progressive (new) - 10(12)
- Social Average Group Size 6 (6)
- 1 youth tryout, intro supported by Dave Swaffer.
- 3 ex members tryouts:, Jamie & Mark Donovan, Josh MacMillan

Innovation/ Improvement

- Majority riding in PNE jerseys. Welcoming, enjoyable invite from Park Farm Hambledon. Special deal for PNE
- Youth growth to be followed, may require welfare training in Q1, social/ progressive.

PORTSMOUTH NORTH END CYCLING CLUB

COMMITTEE MEETING

11th October 21, 19:00 at the Mountbatten Centre. Function Room



- Standard Routes - slow in period, needs small focussed push to agree
- Review ride “winter” groups end of Sept with CX starting, ZWIFT start in Oct. Move back to 3 groups; Social, Prog, Inter? ZWIFT Ride Leaders needed ?
- The Sunday coffee stop socialised for anyone to drop by/ meet/ chat/ catchup.

Coaching - vacant

Cx Coaching ran at Mountbatten, Friday evenings. Unfortunately, they have been poorly attended (3 youth 2 adults at the last one). One more of the series remains.

6th November – group riding coaching. Good initial response with high proportion of women and new member participants. Propose this to be funded as a benefit to members. Approx cost£ 65-70

Media - Ben Allen

Instagram: 420 Followers (No change); 17% female; 83% male

FB Open: 955 Followers (+7) 24% female; 76% male

FB Members: 124 memes (+2); 1 declined

Twitter: 366 followers (+2) account now transferred to media@pnecc.co.uk

Newsletter: First sent, “read” tracker on new BC dashboard <20% opened. Check contact email/ spam

Supporting 121st Anniversary Social, Meal and awards evening - save the date sent; media is in the org group

Secretary vacancy communicated

Club Kit – Beth MacLellan

Report to be submitted

Social Sec Report - Alan Collins

Andy has agreed to create a presentation based on riding 100 miles with a view to encouraging members to take on that challenge, but we need to sort out a date and get it organised.

UCI Track Champions League event at London Velodrome in December- 19 tickets purchased. Transport for 14 people to be arranged and confirmed est £350-400. A club discount of 20% was previously agreed via committee circulation email. 7/9/21 - Monies have yet to be collected in. Breakdown of tickets is 16 members, 3 non members, including 5 concessions. Tickets were purchased for £48.40 Ad/£26.10 con, totalling £808.10, **Club event subsidy cost of £137.04.**

Trophies - The 2020 trophy/memento engraving is complete. It has been decided these will be presented as part of the 2021 trophy presentation. (Budget est for momentos - £???) . Engraving of the 2021 trophies will commence once the winners information has been collated. Protective trophy cases being sourced following recent repairs. Quote will be sent for approval once received. Estimated cost ~ tbc. The cases shall protect the trophies from damage in transit and storage.

PORTSMOUTH NORTH END CYCLING CLUB

COMMITTEE MEETING

11th October 21, 19:00 at the Mountbatten Centre. Function Room



An audit on the condition of all the trophies has been completed, following the repair of several of the trophies and catalogued in this years master awards spreadsheet. The returned '25 Mile TT' will be repurposed for the 'Best PNE in the Open TT

Nominations for the committee awards are required. These are specifically:

- Martin Randle memorial PNECC Committee award - For merit
- Barnsdale Trophy - Most meritorious performance
- Manners Cup - Best Senior Member
- Sid Mead Trophy - Best Junior member
- PNECC Special Recognition - to reward racing that has raised the clubs profile.

Prize Presentation for 2021. - A focus group of Peter Mac, Carl B, Ben A and I have met and discussed arrangements for the 121 anniversary dinner and prize presentation. MBC has been booked for 27th November, and plans are afoot with the organisation of food, entertainment and prize giving. A budget is being prepared for committee approval. £11 per head proposed as a working budget for the planning. Target is an inclusive event with capacity of 80 total so £880. Est Ticket costs £10 per adult, u16 free. Separate hire cost £150 approved at Sept Committee.

Welfare Officer Report - Dave Swaffer

Successful ride with new junior try out on a social ride,(subsequently joined).