

PORTSMOUTH NORTH END CYCLING CLUB**COMMITTEE MEETING****15th November 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	Y
6	Ken Houlberg	Road Secretary	road@pnecc.co.uk	Y
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	Y
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; Mark Mitchell, Treasurer nominee 2022

1. Apologies for absence

- Lizzie Jenner

2. Minutes of the last meeting

Minutes published 18th on the website, link emailed members & posted on the FB members page.

3. Matters arising from the last minutes

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Paul and Alan have found a storage solution for the bike and withdrawn their proposal for disposal. Alan will manage their use. One open point is the maintenance and safety checks of the bikes. Asset register used to confirm all items within the scope of track secretary.

Alan will advise the committee on the safety control, and plans to develop the use of the bikes. The committee invite a proposal for a club led track taster at Calshot. Alan will consult and present a proposal.

Ways of working: committee members are reminded to report any items for decision in good time, and in advance as part of their monthly reports for transparency and awareness, notably time limited decisions. Future proposal will be led by the relevant committee members leading a topic, proposals should prepare with the awareness of all committee members, and be sent to all committee members. Ex committee decisions shall be minimised, and shall principally be on time limited.

4. Correspondence

- BH Live- Cycling Development Network, Mtg 18 Nov@Mtbatten - Peter & Gordon
- Request to shadow coaching 5th Nov - Fred McClintock (former member back from Uni)
- 2ns Park Farm, pop-up invite Anne, (20/10/202) - Club Captain
- Clanfield CX (9/11/21), outcome of S'ton Sporterium) - Vice Chair & Road
- Cycling without Age, Launch - 29/10/21 - Chandler Brujo, Cycling Without Age Volunteer Coordinator. Vice-chairman

5. Club level appointment in the last period

- a. Mark Mitchell, proposed by Kevin Brackstone 13/10/21, seconded by Ken Houlberg
 - **Decision/ Outcome** – Kevin to submit for AGM decision & formalisation.

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

- a. Treasurer – Ray Gregory

Report and Annual report issued. Thanks to Ray for the timely and complete information shared with the committee

- b. Membership Secretary – Lizzie Jenner

For 2021 membership categories and fees shall be proposed unchanged to the AGM.

- c. Road Secretary – Ken Houlberg
- d. Time Trials Secretary – David Knight
- 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
- j. Social Secretary – Alan Collins.

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Alan will submit the UCI ticket payment to Ray for reimbursement.

Carl making final prep and push ready for the Social and Prize Giving Evening, 27th Nov.

k. Welfare Officer – Dave Swaffer

7. Agenda Items

a. PNE125 Club Development Plan - mature draft for comm' agreement from AGM, 25mins

Decision/ Outcome,

Plan & objective presented by Simon, Fran and Peter. Plan proposed by Harry and seconded by all attending committee members.

b. 2021 - 2022 Budget proposal for agreement / decision – Ray – 20mins

Decision/ Outcome,

Budget as presented is agreed. The Q1 status vs plan will be reviewed in Jan. Road figures are NETT, a full update of Expenses and Income to be added. Action Ken and Mark.

Reserve set, based on annual “essential spend of £1300”.

c. Reserve policy, comments received pre mtg', the policy is as proposed by Ray, seconded by Harry. (10mins)

Decision/ Outcome,

Policy approved. Distribute to members and publish on the website.

d. Track Bike Review & Recommendation – Proposed by Paul Martin, seconded by Alan Collins. (10mins)

Decision/ Outcome,

Recommendation of Paul and Alan to dispose of the bikes was withdrawn. Alan is managing storage and use with the support of Gordon.

e. AGM readiness and preparation – Paul Martin – 10 mins

Decision/ Outcome,

f. Online Payment Solution Trial, deferred from August - Resolution of any final points to agree and kick-off project. team. (Beth, Gareth, Dave Knight & Ray/ Mark M)

Decision/ Outcome,

Not discussed due to time constraints. Add to Jan agenda

8. Any other business

Meeting closed @ 21:10

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9. Date of next meetings (next 2 qtrs)

- 2022, Q1
 - 17th January; 21st February; 4th April (half year review)
- 2022, Q2- provisional dates
- 9th May, 20th June (after RR and Open TT), 18th July

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Committee Reports in the period

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

- BC accreditation for 2021-2022 successfully completed.
- Club Development steps 3 and 4 completed, including review & feedback from Maddy Verdegaal, BC South.
- Jersey of Champion is with BH Live and in prep for a reveal, display in the Cafe Area.
- PNECC Come and Try A5 flyers provided to Adrian Saunders - Ports City Schools Bike Ability Coordinator. (www.topbananacycling.co.uk).
- Support to represent and promote the exceptional achievement of the Time-lapse riders locally.
- Cycling without Age Service Launch, 29th Oct @ Pyramids
- Work with Sporta Group to receive a covid compliant Spring Trip offer for members to consider.

Secretary - Paul Martin

No report submitted

Treasurer – Ray Gregory, (Period 7.10.21 to 8.11.21)

My last report was submitted on the 11th Of October 2021 when the balance on the Club account was £6,001.18, the balance on the Club account currently stands at £6,552.07 which accords with the Club Accounts.

Income since my last report totals £685.08 and includes £30.00 from Membership, £29.50 from clothing sales, £6.00 from TT entry fees and £616.58 in receipts for Social Events (the forthcoming track trip and Prize Presentation).

Expenditure since my last report totals £134.19 and includes £35.99 for a trophy award frame, a £28.20 payment under the Club kit replacement scheme and £70 under miscellaneous for room hire and publicity posters.

Whilst the balance at the bank is increasing it should be noted that I have not received any expenditure for the forthcoming social events, both of which are being subsidised by the Club.

There has been an increase in the number of Member payments directly into the Club’s bank account. These payments need to be properly accounted for and you will have seen my email to the members in this regard. In the interim, I have taken it that all payments of £10 or multiples thereof are for tickets to the Prize Presentation, those for the Track Trip being easily identified. This leaves me with one query, a payment of £13.50 from Mr J T and Mrs R H ????, if anyone can explain this I would be grateful.

We have received our first payment from BC for Subscriptions. With regard to the BC email system, my email to the members went out under my personal email address, I believe that in due course it would be helpful to be able to use the Treasurer at PNECC email address (as well as others for the Club Officers).

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I am attaching a draft of my annual report for the 2020/21 financial year and can advise that Kevin Brackstone has, again, kindly agreed to audit the accounts.

This concludes my report.

Membership Secretary report: Lizzie Jenner

- New membership system comms sent to members end Oct
- First BC Web Purchase transfer and statement received. Automated, simple and clear.

	U12	Junior	Youth	Adult FULL	Associate	Life	Total
Female	2	-	2	15 (+1)	3(+1)	1	23 (+2)
Male	4	2	5	116 (+3)	7	4	138 (+3)
Total	6	2	7	131	10	5	161 (+5)

- -New members are continuing to join the club.
- The BC system is very efficient and easy to use.
- First automated payment remittance advice from BC to the club has been received.
- Decision/confirmation needed for 2022 membership renewal fees and when renewals need to be paid.

Road - Ken Houlberg

The road racing season ended for PNECC with the Red Bull 25hr endurance challenge. PNECC's team of Rob Ford, Matt Puddick, Tim Lawn and Callum Baxter completed the gruelling challenge in biblical conditions with wind and rain compelling riders to single digit speed figures in the home straight. Nevertheless, the team did amazingly well, finishing 3rd overall nationally in the outdoor category and 576.21 miles. Not bad indeed!

Concurrently Andy Connelly decided to go it alone, riding outdoors and around Southsea seafront. The company of a team was clearly not for him, but this extraordinary PNECC cyclist still managed 250 miles in these conditions, exiting after 19 hours and having completed a distance which would have seen him coming 5th overall. We can only speculate on where he would have come had he held out for the full 6 hours longer!!! Chapeau.

Overall, the PNECC road racing team has showed much promise in 2021 with more riders joining the team and testing their racing legs. Many in the RT have decided to give CX a go, rather than resting their weary limbs, so the racing continues. 2022 will take the PNE RT to a new level with the introduction of a PNE supported circuit racing fortnightly at our rejuvenated home, Mountbatten Centre (MBC) or the 'Battenburg' as it is nicknamed. This will

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provide the local racing scene with an excellent opportunity to race at an inclusive price and it will be a fantastic shop window into our historical club.

The women's team is also growing with new members wanting to race joining. Similarly it is a pleasure to welcome George Williams to the club as a youth who will be racing in PNE colours next year. PNE affiliate member, Matthew Houlberg, finished his season with a win in the Surrey League and is now Cat 1 and looking forward to 2022 and a full Nat A racing calendar.

Time trial - David Knight

Not much to report.

- I need to find time to try out some of the open TT courses.
- CTT have requested that all clubs rewrite their risk assessments so i need to that.
- Also need to submit our club TT schedule for next year.

CX & Track - Alan Collins

Peter Mac contacted the organisers of the upcoming Clanfield UCI CX event at Clanfield on 11/12 to offer help. Contact was made via social Media, Ben has supported to also make this connection (follow/ like)

I will coordinate volunteering and cooperation on behalf of the club, supporters and the organisers. The Club will be able to erect a gazebo in the Club area, which can be utilised in the club racers in the Wessex event the day after too.

No PNE led track activities this year, or yet planned. No information on members that have competed in track events. (open events are advertised on the BC website)

Club Captain, Peter Mac (Period 08.10 to 08.11.21) -

Ride Leaders - Q4 review pending, 1 zwift ride (Tim introduced to Tom @ Cycling UK, Tim now POC)

Club ride participation (previous period) - 30 (35) **31st cancelled, Safety: Yellow Weather Warning.** Max size 43, 4.11.21

- Sporty Average Group Size - #(5) merged with inter 2 occasions, racing
- Inters Average Group Size - #(11)
- Progressive (new) - #(10)
- Social Average Group Size- # (6)

Innovation/ Improvement

- Coordination of Come and Try (C&T) for 6th Nov - 11 in developing group riding skills, 3 C&T
- Sustained >50% riding in PNE colours, positive and visible promotion of the club on the road.
- Welfare formalisation required in Q1, social/ progressive/ inter. So logical candidates
- Standard Routes - slow in period, needs small focussed push to agree

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- ZWIFT used 31st Oct. no regular Club Ride restarted yet ZWIFT Ride Leaders needed ?
- The Sunday coffee stop socialised for anyone to drop by/ meet/ chat/ catchup.
- Tim now added to receive Club Ride "Come and Try" notifications & respond.

Coaching - vacant , comment P Mac

6th Nov Coaching well supported, 3 Come and Try riders, diverse groups. 3 new racers motivated and joined the fast/ pace group. £67. Supported by Gordon and Dave Gwilliam. Next session - date sought before year end.

Tom Bottomly attending/ assisting sessions with Jo and Gordon. Similar enquiry from Fred McClintock.

Go Ride renewal is due before mid Dec for completion by Year End. Jo and Gordon have not been involved in this previously and are unable to complete this for 2021. GoRide may lapse temporarily pending the nomination and appointment of the coaching coordinator. Gordon and Jo do not see any risk or issue continuing as is currently.

Media - Ben Allen

Second round of posters produced, plus A5 flyers.

Newsletter for Nov has been delayed and will be issued shortly.

Club Kit – Beth MacLellan

Stock summary

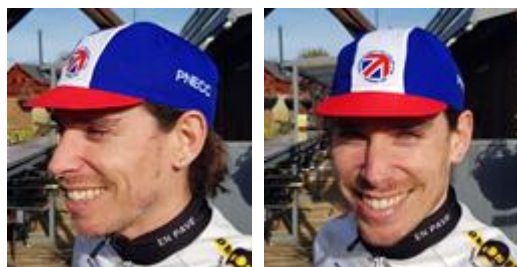
	<u>Value</u>
• Total Kalas	£497.88
• Endura Stock	£138.00
• General Stock	£728.40
• Grand Total	£1,364.28

Sales

• Sales September	£319.70
• Sales October	£26
• Sales November	£15 to date
•	(The Endura sale realised sales of £167)

Stock Receipts

- 25 caps received from NopinZ to our super new colourful design.
- They are £15 each from NopinZ, Value £375.
- Advertised on Instagram & Facebook.
- They will also be made available to buy on the night at the AGM



Orders

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- Our until now, trusted sock supplier Iben-cycle are having problems delivering our order placed in July. Their director Thomas Beney has now offered a refund as he cannot guarantee supply. I accepted this on 8/11/21, valued at £375 but have yet to receive it.
- I have contacted Kalas to quote but they unfortunately have an MOQ of 100. NopinZ socks are high end Aero socks and are priced around £25 & £19 each so I will need to source another supplier

Crash replacement kit

I have implemented a process to record any crash replacement requests & refunds.

- The club will give 50% discount on the replacement of jerseys or shorts less than 3 years old damaged in a crash on a club run or other PNECC event, up to a maximum of £75 per person.
- Refunds given to date: £28.20 Paid to Gareth Fiford for 50% discount towards replacement jersey sustained in crash on 26/6/21 Goodwood 3rd cat race

NopinZ New supplier status - Great News! NopinZ went live 10/11/21

- Members informed on Facebook and Email sent to all members with weblink, password and discount code

Kalas - Shop window to open February for delivery May

Trial : Digital solution for invoicing, recording & payments -

- **3 months behind schedule new start date to be agreed.**
- **Looking like April as earliest deployment date if we start in Dec.**

Social Sec Report - Alan Collins

UCI Trip – Those who asked for tickets have been asked to pay into the club account. Transport is still to be arranged with participants opinions being canvassed. There is one spare ticket as one person can no longer go. Ticket receipt to be submitted to Ray.

Trophies - The 2020 trophy/memento engraving is complete. It has been decided these will be presented as part of the 2021 trophy presentation. Engraving of the 2021 trophies will commence once the winner's information has been collated. Road awards still outstanding. Victory Trophies have been notified of what is needed and we await a quotation. 7 day turnaround estimated

Flight boxes – foam inserts quote £118. No quote yet for boxes as seeking standard not custom boxes. Simple solution for flat trophies proposed. To be resolved protect awards before 27th Nov.

Prize Presentation for 2021.- ticket sales stand at 31. Final numbers due to BH-live Thursday 18th Nov.

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Welfare Officer Report - Dave Swaffer

Welfare Officer report. There have been no issues. HSDC Coaching is on every Saturday during Nov, 16 attended last Saturday, but only 3 were related to PNE members. A sadly under used resource by our members with children. The range of skills learnt at such an early age is invaluable for transferring to the road.

I think it's time for a younger member to take over the committee role of Welfare Officer. I think it's 10 years I have been first treasurer and then Welfare Officer. The club can have more than one Welfare Officer, when I started I did the committee bit and Angela Orme was our other WO. My paper work is valid until March with BC, so there is no urgency to fill the post/s. I might even renew my paper work then, so I could continue in a support role. The details of a suitable candidate for this role can be found under 'Safeguarding' in the BC handbook.