

PORTSMOUTH NORTH END CYCLING CLUB
COMMITTEE MEETING
21st February 2022, 19:00 at the Mountbatten Centre. Track Room



Minutes and Agenda : COMMITTEE MEMBERS:

	Holder	Role	contact email	Report
1	Peter MacLellan	Chair	chair@pnecc.co.uk	Y
2	vacant	Secretary (Trustee)	secretary@pnecc.co.uk	N
3	Mark Mitchell	Treasurer (Trustee)	treasurer@pnecc.co.uk	Y
4	Mark Williams	Vicechair	vicechair@pnecc.co.uk	N
5	David Knight	Timetrial Secretary	timetrial@pnecc.co.uk	Y
6	Ken Houlberg	Road Secretary	road@pnecc.co.uk	N
7	CX	Alan Collins	cx@pnecc.co.uk	Y
8	Tim Lawn	Club Captain	clubcaptain@pnecc.co.uk	Y
9	vacant	Coaching Coordinator	coaching@pnecc.o.uk	N
10	Ben Allen	Media Secretary	media@pnecc.co.uk	Y
11	Beth MacLellan	Club Kit	clubkit@pnecc.co.uk	Y
12	Carl Benfield	Social Secretary	social@pnecc.co.uk	Y
13	Simon Littler	Members Rep		
14	position vacant	Members Rep		

Open invite to all members to attend. Rachel Houlberg attended as one of the newly certified Welfare Officer. Congratulations and thanks to Rachel.

Membership coordinator, Club Welfare Officers copied on the agenda

1. Apologies for absence

- Simon Littler, Ben Allen, Beth MacLellan

2. Minutes of the last meeting

Minutes published 23rd Jan on the website, link emailed to members & posted on the FB members page.

3. Matters arising from the last minutes

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No matters arising.

4. Correspondence

- Mountbatten Development Group - 17th Feb. BH Live lead has been very loaded with work. The priority action for a PCC hosted calendar has not progressed. Track is heavily booked. RCO planning to use some Friday session for additional racing.
- Race series preparations- Hayley Greenwood - BH Live, Tim Knight - RC Omega, Dan Coast - British Cycling; Andy Cook - British Cycling South
- Modular Club House paper from BC (Ruth Miller & Lizzie Butcher), replies to be submitted 7.3.22 - Peter Mac
- PNE Clubmark Coaching and Volunteering Clothing received and issued mid Jan to Jo and Peter Mac. Request for Gordon will be fulfilled once new stock is available. – M Verdegaal
- Emma Reilly @BC Welfare register update.

5. Club level appointment in the last period

- a. Fran Marshman, stepping down due to work commitments. No successor or new candidates so far. Help needed to promote the position
- b. Two additional Welfare Officer Certifications complete, 3 other new volunteer candidates in progress. Welfare introduction at HSDC planned for March.

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

- a. Chair Report - Peter Mac (inc Membership & Welfare)
- b. Treasurer – Mark Mitchell
- c. Secretary - vacant
- d. Road Secretary – Ken Houlberg, no report in the period
- e. Time Trials Secretary – David Knight
- f. CX/ Track Secretary – Alan Collins
- g. Club Captain – Tim Lawn
- h. Coaching - vacant, no report in the period
- i. Media and Public Relations Officer – Ben Allen
- j. Kit Provider – Beth MacLellan
- k. Social Secretary – Carl Benfield

7. Agenda Items

- a. Summary and action after the close of the membership renewals. Online membership group actions, FB Members, Strava etc

Decision/ Outcome,

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Publish message explaining moderators will be updating the groups during March following completion of the membership renewal period.

b. Events Calendar for 2022 - (Roundtable). Who does what in support of the club dev targets. Increase participation, increase additional new volunteers, advertising/ promotion.

Decision/ Outcome,

The 2022 club led/ club led participation events were reviewed on line and agreed. This provides for the first time this useful overview. 2022 has a full and varied calendar.

It was recommended that Dave K open and communicate the TT events online asap ready for the first race end March. (Promote with Ben). Promote 2 up TT (Proposed reallocation of a trophy, with support of Carl and Alan Collings);

Dave is organising in March a get together for the TT volunteers looking ahead to the new season.

April Reg B is open and filling; Promotion of the Series will take place later in March.

Alan will advise the Club led CX and Track activities for inclusion. Interest in a PNE track day was restarted. Alan to take forward with Paul Giles and Tim.

c. IOW for ToB September 2022 - update from Carl Benfield.

Decision/ Outcome,

60 Tickets arrange and paid for successfully with Wightlink securing places for the final stage day 11th Sept. Great assistance from Wightlink and booking made to qualify for groups discounts. 5 groups of 12 but can be revised simply. Tickets were the main priority other arrangements and promotion to follow later in the spring.

d. Mountbatten Club Hub, opportunity from BC. Expression of interests by 7.3.2022

Decision/ Outcome,

PNE will not submit and EOI for 2022. PNE appreciates the inclusion in development options, Peter will call BC and BH live to give feedback, then email. Focus on events, and multiuser improvements for the trackside space with PCC, BH Live and BC.

e. Online Payment Solution Trial Feedback - (Beth, Gareth, Dave Knight & Mark M) Use case - for Online TT payment, on the day TT payments, Kit payments on collection/ online one off event payments; event payments/ sales on the day. Payments directly visible to event organisers; in person membership payments.

Decision/ Outcome,

The trial of Sum Up has been successful and simple trial and payment are now being made. Use is unanimously approved. Dave will replace TT paypal with Sum Up.

Club kit is administrative controlled for the club to add users. Payments transfer directly to the club, records are on line and viewable/ issued to the treasurer. On the day refund process is easy, other refund will be one request by bank transfer, Agreement to add another contactless payment unit for use at TT.

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8. Any other business

Mark Mitchell recommended procuring a laptop/ chromebook as a tool for the club, and to support digital working. Approved unanimously. Mark will procure and submit for reimbursement , Peter will second approve as trustee.

The next club come and try coaching session will be prioritised to group riding in the event there is a limit on capacity.

Thanks Carl for the refreshments....your a legend.

Meeting closed @ 21:00

9. Date of next meetings (next 2 qtrs)

2022, Q1

1. 4th April (half year review)

2022, Q2- provisional dates

2. **Tuesday 10th May**, 20th June (after Summer RR), 18th July (after Open TT)

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Committee Reports, *period (15th Nov to 10th Jan)*

Chair Report - Peter Mac

- Contact with stakeholders BC South, RC Omega, BH Live, BC to follow up the Race Series with facility bookings now in place.
- BH Live preparing the “Jersey of Champions” display, will be in March with club mark cert and club events calendar also included in the display board.
- Club events calendar consolidated and issued.
- Club Welfare Officer (CWO) certification, very good response with 4 new volunteer certifications underway to provide cover and flexibility across the club, 2 off other in consideration to provide additional diversity. 1 CWF complete, Peter Mac, 12th Jan- training and DBS.

Membership - 70%+ renewals via BC, 1 off via SumUp, other via BACS.

- Membership renewal at 106 (inc’ 3 new) at time of issue, 66 pending (exc 6 leavers),
 - o 3 new members:
 - o 6 leavers:

Secretary nominations required to support running tasks for Q1, interim candidate will be sought.
New member rep will be sought.

Secretary - vacant

Position vacant

1 new asset, TT lights donated by Alan Cockram and passed to David Knight.

Jan-22 Minutes issued and published by P Mac to the website/ distributed by email.

Treasurer – Mark Mitchell

Cash at bank: £5,962.78

- Key expenditure: in Feb £990.00 for Isle of Wight event.
- Credit/debit: for Feb, +£387.70, - £1,038.00
- Challenges: Polo shirt liability.
- Figures valid 16.2.22

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Road - Ken Houlberg

Summary of round table topics:

Racer are now booking their seasons race places. Some local races are full (Goodwood) - Ken will work with Gareth to make who is riding where.

The club will race at the Sporterium again this summer. (and also ride the Sportive)

There are three juniors very motivated to race. Ken will look at how their motivation can be best coordinate and supported to include more Youth/ Juniors.

Time trial - David Knight

The course and date for the open are set, it will use the P821/25 on 31st July with a start of 7:30 to avoid late morning traffic.

All our courses with the exception of the P817-10 (not sure why this is missing i will chase this up) have had their risk assessment re assessed.

things to do:

- make some minor mods to the website as requested by FWCC
- implement the sum-up payment system to the website for online payments.
- arrange an evening with the volunteers to go through scheduled and next year's plans.

CX & Track - Alan Collins

CX

The Wessex CX leagues season has drawn to a close. PNE had two main protagonists, Rob Ford and Tim Lawn, who ended up 23rd and 53rd respectively in the V40 table.

Details are being finalised for a combined AGM and Prize presentation sometime in March, and are expected imminently. The 22/23 calendar will be confirmed and released later this year.

In the meantime, the Southern XC MTB Race series is set to begin on 27th March at Matterley Bowl, Nr Winchester, then Fareham on 10/4, Basingstoke on 5/6, and Round 4 TBC 17/7. Full details and entry at www.southernxc.co.uk

Track

A track racing programme on the Mountbatten Centre Track has been loaded onto the BC events page by RC

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Omega, consisting of a National open event on 16/4, a National youth omnium on 23/4, followed by a series on 21/5, 25/6, 23/7, & 13/8 [Track Events Link](#)

Captain - Tim Lawn

Changeable weather has led to relatively low numbers on the club rides. The first two weekends of the period were cold, but calm and dry and we had approx. 25 riders across the 4 groups but the following 3 weekends had much lower numbers resulting in groups merging, and weather warnings and strong winds this weekend led to the cancellation of the club ride this week, but still saw 3 brave (or stupid??) souls venture out

New coffee stop tried out at the end of last month The Roebuck just outside Wickham on the A32, good reviews of coffee and cake but service a bit slow. Park Farm pop up café returns this weekend which was well received last time out. The Omloop ride returns this weekend after the enforced pandemic break and a dry forecast will hopefully see a decent sized group

8 come and try riders signed up since the last report, a couple of no shows but all that have ridden have had positive feedback and a couple of new joiners.

Social - Carl Benfield

Omloop will go ahead this Saturday the 26th as planned.

The tour of Britain trip to the island has been booked with white link securing 60 places and 1 vehicle. routes, ride leaders and logistics to be confirmed.

Coaching - vacant , comment P Mac

Contact made with BH live for Saturday opportunities. 1 offered and taken for 5th March in cooperation with Ken and Tim. 15 signed up as of 19th Feb.

HSDC session running, Go Ride and Go Gear traffic free sessions underway. Coaching section updated for Jo. Intro at HSDC and briefing on Welfare officer certifications, step 1 to be completed in March.

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Media - Ben Allen

Summary of roundtable discussion

- Social media is starting to ramp up season starting shortly.
- A promotion for the 5th of march did very well (image attached)
- The Omloop Het ride is this weekend coming for anyone that hasn't seen the adverts and events posted on social media.



Club Kit – Beth MacLellan

Category of Stock	Value from last report January 22	Current Value
Kalas	£497	£416
Endura	£138	£138
General	£601	£601
Grand Total	£1237	£1155

Sales - Jan/Feb £81

Orders

Iben cycles were served with our formal letter 1st February signed for. No communication from the company

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since.

Committee to advise the way forward to recover/ write off the money owed to us.

Kalas

6 items ordered awaiting delivery estimated shipping date 25th March

Digital solution for payments - Sumup

- One card reader purchased and used successfully for clothing sales & membership this month.
- The club SumUp Digital Dashboard details sales and refunds, access has been provided to Treasurer, Chair & vicechair. The dashboard contains all the detail you would expect from a digital solution. You can also easily configure and export reports onto excel as required.
- I would like to propose to purchase up to 2 more card readers; one for Dave Knight and one for Carl Benfield - cost of £78
- Committee to agree please