

CTC West Surrey Group

Minutes of the Committee Meeting held on 5th December 2013, at 43 Lancaster Avenue, Guildford

Present

Louise Gagnon (Chair), Nick Davison (Secretary), John Murdoch, Claire Hooper, Mark Waters.

Apologies for Absence

Arthur Twiggs, Treasurer

Minutes of the Last Meeting

The minutes were signed as a fair record.

Matters Arising

See Action List

Secretary's Report

The election of Roger Philo to the committee was not passed at the AGM as nomination papers were not received. It was agreed that Roger could be co-opted – Secretary to contact Roger.

The Annual Return has been submitted to the CTC. It is understood that the accounts have also been submitted by the Treasurer.

New member welcome message – it was agreed that the Chair and the Secretary will further this. It is possible that help with multiple addresses may be obtained from John Child, the new website designer. ACTION ITEM CM13-1

Treasurer's Report

Arthur was not present so no report was given.

Incidents

A couple of incidents have arisen regarding the conduct of rides, which will be reviewed by the rides secretary and advise the committee at the next meeting.

Urgent Actions Sub-Committee.

No report

Volunteer Registration

No nominations have been received. The Rides Secretary suggested that WL Thompson be deleted from ride leaders list as he has not been active for some time and do not plan to resume ride leading. .

Events for 2014

Reliability ride: Possible 27th April – Nick to contact Roger Philo

Elstead Audaxes: Sunday 18th May

Century ride: Possible 20th July – Secretary to contact Roger Philo ACTION ITEM CM13-5

Tour of the Hills: Possible 17th August – Mark Waters to contact Don Gray. ACTION ITEM CM13-8

Mark Waters to contact Mark Slater at CTC for TC events. ACTION ITEM

Club Jerseys

No more action

Website

The Chair described the progress on a new website: a design team comprising Mark Waters and John Child has been formed with a client team comprising David Wood, John Child, Chris Jeggo and Louise. It was agreed that an initial budget of £250 be allocated for this work including purchase of any software. The meeting of the design team will be on Tuesday following this committee meeting. Mark mentioned that the Magazine has not yet been posted on the existing website. ACTION ITEM AGM12-2

Club Dinner

The Rides Secretary has arranged for the Elstead Mill to hold the dinner on 1st March after they suddenly cancelled the original date in February. Two course dinner to cost less than £20, 3 courses for under £25. These prices were agreed by the meeting. Guest speaker will be Josie Dew. It was agreed that the club will pay for Josie, baby and her husband and we will transport them. Club will give a donation to school charity for teaching pupils to ride to school. John will circulate available email lists for member intentions and menu choices. The wooden crank trophy is normally presented at the dinner but no nominations have been received. However, it was pointed out that Sue Thorne turned up for the AGM a week early: it was agreed that she should be nominated.

Magazine

No action

AGM

Date for the AGM in 2014 to be 8th November, which does not clash with school half term. At the 2013 AGM in the Jack Phillips, adverse comments were received regarding the noise from the rest of the pub even with the adjoining glass doors closed. ACTION ITEM 13-9. Attendance was up from last year and there was a more lively discussion.

Any Other Business

- First Aid Kits

The Chair had purchased first aid kits for ride leaders which contained an emergency foil blanket for treating shock, plasters for minor cuts and an extract from the Club's Ride Guidelines listing six points for actions to be taken in the event of an accident. A number of kits were handed to the Rides Secretary and other committee members to

pass on to the ride leaders. The Chair will distribute the rest and keep surpluses in stock.

- **Ride Leaders**

There was a problem with some ride leaders not being members of CTC. The Rides Secretary to speak to Clive Richardson regarding one rider on Sunday Rides. Non-members can ride with a group for up to five rides before requiring to be members. All non members should complete the CTC Guest Rider Form, which should be available from the ride leader. This form is for insurance purposes to protect the other riders and ride leader. The Rides Secretary is to contact all ride leaders with these requirements; he will also draft the roles and responsibilities for ride leaders in advance of the workshop where they can be refined later. ACTION ITEM CM13-3

Date of the Next Meeting

To be held on Monday 3rd March 2014 at 8pm at 43 Lancaster Avenue, Guildford.
