

# Minutes SVCC Extraordinary Committee Meeting 7<sup>th</sup> August 2020

Attending: TH, CP, JT, MC, DM, CS

## I. Apologies: none

	Discussion and questions	Impact/Actions
2. Minutes of last meeting and matters arising	-	
3. Coronavirus Update	<p>JT offered to become Coronavirus Officer and unanimously agreed. Continue to ask DH to update any information on website such as Risk Assessments.</p> <p>Committee decided to change risk assessment format on website and use headings as suggested by Cycling UK i.e. Possible Hazards, Who might be harmed? Control measures in place.</p> <p>Discussed how it is working when group exceeds 6 – TH said on Thursday rides works well and group splits and riders offer to become leader; JT said on Tuesday rides sometimes hard to get someone to offer to lead a 2<sup>nd</sup> group but felt improving; Talked about record keeping in case of a need for Track and Trace. TH said he takes photo of all those on ride and CS made list on phone. Discussed refreshment stops and how different venues are managing new regulations: some are still closed and others working in different ways and at different times. Agreed it was a good idea to contact any venues in advance.</p>	<p>CS to investigate whether need to let Cycling UK know about Coronavirus Officer and to update roles on Assemble</p> <p>CS to adapt risk assessment format and send to DH to make changes on website</p> <p>CS to create guidelines for Ride Leaders and email out.</p> <p>CS to contact Ride Updates and encourage to sign up to rides and ask for phone numbers in case of a need for Track and Trace.</p>
4. Cycling UK Updates	<p>CS talked about changes to Membership subscriptions: the Senior rate is being removed which affects many of our members. Discussed whether we want to remain a member group of Cycling UK or whether we should think about affiliation.</p> <p>CS explained that there are changes to the way Annual Returns are made using Assemble. We can use it to record all of our rides including distance and number of riders taking part but not names of riders.</p>	<p>MC to investigate pros and cons of full membership versus affiliation.</p> <p>CS to send link for Assemble to committee members so they can login.</p> <p>CS to contact volunteer ride leaders to see if they want to remain as ride leaders and update on Assemble</p> <p>CS to explain to ride leaders how they can use Assemble to record rides data or send data to CS to input.</p>
5. Website and	DH has updated website with risk assessment and other Corona Virus information.	

Distribution list	Some new additions to ride updates and now have 63 email addresses.	
6. Treasurer's Report	In bank £1300, cash £25.18, not sure about stock £200 was donated to Shane at Cytek to support Key Workers and others with bike maintenance and parts Discussed 20p voluntary subs as not able to collect money at the moment due to Corona Virus and possibility of an annual donation instead. Also discussed what would happen to our existing funds if we changed from Member Group to Affiliated Group.	MC – proposal at AGM to change 20p sub to annual donation for riders  MC to investigate this when looking into affiliation
7. Rides Secretary's Report	August and September spreadsheet already out and there will be a rolling programme rather than 2 months published at a time. There has been a return to rides and Thursday rides are very popular with enough leaders and well-organised. Tuesday rides are starting to return but not Sundays yet. CS mentioned that the rides on offer are mainly m/h with very few easy rides but that this is because the members who are ready to return to cycling in groups are mainly those who prefer m/h rides.	CS to include prompt to those who like easy rides to step forward and become a ride leader in email to ride updates
8. Social Secretary	DM reported that Skittles event in March went well. All agreed that all social events had to be suspended for the time being.	
9. Secretary and Registration Officer	Nothing to report	
8. Welfare and Publicity Officer	Welfare – nothing reportable. Publicity – Summer rides planned postponed TH offered to put up flyers / posters in building in Victory Park	
9. Chairman	Nothing further to report as already discussed in meeting	
11. AOB	<ul style="list-style-type: none"> <li>• apology from TH about Café 53</li> <li>• TH retiring from Ride Leader role and IC keen to take up role and will also be able to manage it on website. MC expressed thanks to TH.</li> <li>• mobile phone communication during ride between leader and deputy leaders and back markers – leader should collect at start of ride</li> <li>• awaiting guidance from Cycling UK about what should happen about AGM in October</li> <li>• Thanks to MC for refreshments and venue</li> </ul>	CS to include in email to ride leaders
Date and time of next meeting	Possibly if needed but will review: 7pm Weds 9 <sup>th</sup> September 2020 CP's house, Nailsworth –	