KINROSS CYCLING CLUB

Meeting Title:	March Committee Meeting		
Date:	Thursday 27th March, 2016	**Time**	7.00pm
Location	Wester Tillyrie House, Kinross, Kinross Shire, KY13 0RW.		

No.	Item Title	Notes	Action	Persons responsible	By date
1	**Apologies**	Trev Keer.			
2.	**Attendance**	Duncan Campbell, Carolanne Cappie ,Jane Timperle, Kirsty Ellis, Paul Maddocks, Norman Ellis, Graham Miller, Wayne Roberts, Anne White, Stuart Wilson			
3.	**Minutes of the previous meeting**	AGM Notes also discussed as agenda item 4.1			
4.	**Agenda Items**				
		Welcome from JT.			
4.1	**Handover/ AGM/ CM**	Minutes of the last Committee meeting were presented by DC from January 2016 along with the AGM notes. Previous minutes agreed.			
4.2	**Treasurers report & membership**	CC raised the point that membership is via as per the website and the form or by the BC website. Currently we have 50 approx members signed for 2016. Last year was 120 members.			
4.3	**Committee Membership: R&R**	JT said that there has to be a clear role and responsibility for roles for each; CC membership and Bun runs, rapha 100 and Co-chair and coaching. JT Newsletter and bulletin and co-chair. Paul TT and GP Series, FCA Rep. WR Secretary and TK team.			

4.3:1	**Kit Manager**	CC suggested Frank Cousins for the role and it was agreed that we would ask him re the role of Kit Manager and Committee membership,	CC to email FC and suggest him for the role	CC	ASAP
4.3:2	**Welfare Officer**	Club policy on Welfare Officer we would look into a policy and that we would not allow juniors to attend rides until the matter was resolved, or accompanied by their parent/ guardian on the rides Any member interested would need to attend the SC organised course. DC informed the committee of the organisation of the courses and the management.	DC to forward the details to WR. Anne White offered to take on the role and WR will forward and organise the dates with her	WR/ AW	
4.3:3	**Asset Management**	JT raised the point that we need an asset manager and organise the inventory. Norman Ellis to organise the booking out of the equipment and rigorous loan system for external agencies if they borrow the equipment. b) Insurance for the Storage container will also identified and reported back to the next committee meeting.	Norman Ellis to manage the process with help from members.	NE.	a)Completed b) ongoing
4.3:4	**Additional Members**	We welcome Anne White to the committee	NA		
4.4	**GP Series**	PM identified the dates for the new season. There is an additional holding ' standby date' that can be used to accommodate any additional or postponed events. SW suggested a standby date for a standby event. It was agreed that the date should remain TK raised the point can someone help and participate on the same event? The committee discussed the item and it was agreed that they could do both. KE raised the point about unlocking points when participating. There was a discussion around unlocking points and how it works. PM clarified the points system. There will also be a handicapped 'B' league for 2016. There was a discussion around the organisation and management of the league and how it would be scored and organised.	It was agreed that they can do both at an event. PM will present an outline plan of how it would work and present to the committee PM will update the risk assessments for the GP/ TT series	PM.	

		The Vets league is not running this year. CC raised Risk assessments for the GP series. There was a discussion around the updating of risk assessments. These will be reviewed for the season ahead. The committee also looked at the insurance issue around the GP series and this will be investigated by the committee. Insurance for the Storage container will also be investigated. It was agreed to adopt the back light policy for all events. No working light, no entry.	PM/PZ		
4.4:1	**Marshalls, Volunteers, timekeepers**	The club had a general discussion around volunteers and helping out on events such as the GP series and there will be a big push this year to encourage members to participate.			
4.5	**FCA**	PM will support the role of the FCA rep and JT will deputise where possible. The dates of the new season were presented and an organiser for the 3 Kinross led events was identified. We are also obliged to assist with other FCA events and these will be put onto FB and website. WR can also put them up and manage the requests			
4.5:1	**CTT**	A general discussion around CTT membership and it was agreed that we would go ahead and affiliate to the organisation for the year.			
4.6	**Rides, training sessions etc.**	SW circulated a discussion paper about rides and this was discussed. the traditional rides and organised rides. It was agreed that they will go up onto the website as well as being posted on FB. SW is happy to manage the rides. CC will help to organise the 100 miler.	WR to send out an appeal for details and names	Ride captains web contact set up and running well	

		Main concern was the number of volunteers to act as ride captains and lantern rouge. SW requested volunteer names to ensure that there is a back marker. The committee suggested their names as volunteers.			
	Chaingang training	The committee agreed to look at Chain gang training. Road skills and chaingang night on the alternate night to the GP series. PM to organise the initial sessions of chainganging and put them on the website and FB.	PM to discuss with Dinnie and also suggest/ organise the changang		
4.6:1	**Club kit**	CC raised the issue of club kit on rides and asked for suggestions regarding getting to see more club kit. There was a general discussion. The committee will encourage members on club rides to wear club kit. The committee will monitor throughout the year.	See item 4.3:1		
4.8	**Sportive 2016** **Family fun day.**	PZ reported on the current organisation and status for this year. The committee The sub committee will meet on Thursday this next week where roles and responsibilities will be allocated. **The Green Hotel 7pm. Thursday 31st PZ.Book a meeting room.** Family fun day 1st of May.? Has been provisionally agreed. JT The chosen charity is Second Chance Dogs and PADS proceeds to be split 50/50 between the two.	PZ JT.		Completed
4.7	**Website**	GM presented a paper on the development and changes of the web page(s). GM identified the preferred route of the CMS system, the ownership of the web space. The committee agreed to move forward CMS system. GM and TK will continue to develop the new site 'offline' and then launch when ready.	Committee to report back to Graham with updates and information that they would like to see on the site.		For next meeting

		GM asked that the committee look at what they want from the website and they can be added on. Kit page, routes page, links etc. This will be for all our sites.	All		
4.9	**Dates and meetings 2016**	6 meetings per year. One every two months .			
5.0	**AOCB**				
5.1	**Kinross Sports Hub Committee**	Information to be forwarded by WR when received from the P&K for discussion.	For next meeting		
5.2	**Policies, rules and regulations**	It was suggested that procedures, roles and policies would be collated and a manual of operations and procedures put together.	JT and CC to manage.		
5.3	**Ride leader courses**	Find out information on ride leader courses and first aid courses.	WR to look at the costs for these courses and report back		
6.	**D.O. N. M**	26th May 7pm at same location as tonight	SW sends apologies in advance		