



## Minutes

What	Ipswich Bicycle Club Committee Meeting		
Why	Monthly Meeting		
When	7:30pm Monday 18 January 2017		
Where	Greshams, 312 Tuddenham Rd, Ipswich IP4 3QJ		
Attended	Anne Betts David Boother Wendy Boother (Notes) Jane de Boltz	Steve Grimwood Chris Jillings Mike Kingshott	Mark Salter Marcus Sharpe Jackie Smith Will Taylor(Chair)

Item		Action
1	<p><b>Apologies</b> Paul Bird, Matt Kerr, Jo Ringrose, Paul Rippon and Les Roper had sent apologies.</p>	
2	<p><b>Last Minutes</b> The minutes of the last meeting on 21 December 2016 were accepted by those present.</p> <p><u>Action Points &amp; Matters Arising</u></p> <ul style="list-style-type: none"> <li>• WT took the meeting through the action points and the following updates were provided:</li> <li>• MSa membership link to MKi has been sorted.</li> <li>• JDB has organised the coaching gift voucher ready for the awards dinner and an invoice will be sent to the Club in due course.</li> <li>• No news from Adam Keer so WB will chase him about closing the second bank account.</li> <li>• MSh confirmed that tankards will be used for coaching staff to be recognised at the annual dinner.</li> <li>• Dates have been published of Peter Ingram's coaching events planned; would be good for more. PR to liaise with PI.</li> <li>• MKr had not sent any word about the membership cards before going on holiday, no instructions to pick up. WB to chase again to ensure he picks this up as a matter of urgency upon his return. MKi has got people asking about cards getting embarrassing.</li> <li>• No news on finding a new treasurer to start shadowing CJ.</li> <li>• WB had renewed the Cycling Time Trials registration in the nick of time to ensure a rider could compete on 1 Jan 2017. The reminder letter went to WB's old address and it was not known that anyone could register and pay online. All completed and WB will claim money off CJ.</li> <li>• WB still to take control of ClubMark responsibilities.</li> <li>• WB still to resolve British Cycling communications for MKi.</li> <li>• DB was still in touch with Holly Taylor about her brother coming to talk at a Club Social evening about his epic cycle ride and is aiming to get a date agreed with him. SG also knows Gary and can also ask directly if necessary.</li> <li>• PR/WB will issue a notice email about the request for volunteers.</li> <li>• PR had just issued the poster and maps to MSa today, so his events are all in hand.</li> </ul> <p>All other action points were completed or updates included in items below.</p>	
3	<p><b>Secretary Reports</b></p> <p><u>Road Race and Track</u> Stefan Clark was concerned that ours was the only one where registration for entries was not open when he looked but PR had since changed this. SG recalled that PR had said he cannot attend the actual day of one of the events he is organising. WT to contact PR to offer to find out more about the responsibilities and see if he can assist. Commissaries will need to know who is responsible for all key tasks. SG will check if he is free to be in the lead car due to his experience.</p> <p><u>Time Trial</u> JDB had nothing to report except that she had been learning about the handicaps and how trophies are calculated and awarded with Angus Jardine.</p>	



	<p><u>Mountain Bike</u>  <a href="#">Mud Sweat and Gears Series</a> dates are all published, including local events.</p> <p><u>Cyclo X</u>          SG did not attend last meeting so he wanted to minute his thanks to all that helped with the national trophy event. Just finalised the accounts to CJ. It was successful and will show as either break even or small profit. 10 Clubs and 3 organisations involved. Final round of CycloX is at Snetterton; more results required and it will be all down to the last race for the final table. The end of season social will take place at The Dove as usual, including watching the elite race and having lunch.          SG explained the need for a supply of round marker poles as the square ones were difficult to work with. He confessed he went along with a bulk-buy purchase as a matter of urgency and now wants to question what the Club wants to do next year about the event and whether to invest in these poles. SG contacted PR for a decision, there was no time for a committee discussion and PR was concerned if there was no financial return on them. SG felt the poles would be good for about 5 or 6 more events/years. SG handed over a cheque for £40 from a Club that had already hired a supply for another event. The cost of the bulk buy was £400 so only need ten similar requests in the next four years to cover the costs. Stored at Trinity Park on a pallet so safe. The National Trophy event has been run as a Club event for over 20 years. It was agreed that the Club is here to promote cycling, it is not a business striving for profits. Other clubs have put more money into the event than IBC in actual fact. Accounts for the event will assist the decision. Defer to next meeting, with sight of the event's accounts.</p> <p><u>Social Rides</u>          SSR weather caused one cancelled event and others have been well attended and the circular route method has been successful during the colder weather. DB suggested that our 125 year anniversary stickers are offered to the coffee stop venues to assist in publicising Club.</p> <p><u>Ladies</u>          JS went out with a few women on a ride, which went well.</p>	
4	<p><b>Coaching</b>          PR to contact Peter Ingram for more dates and more events, including a date for adult coaching.</p>	
5	<p><b>Membership</b>          MKi reported there were 240 members at end of last year. Today, there are 113, including 4 new members. Elmy's, Thomas', Pedal Power and Moons all agreed to continue to offer discounts. Moons agreed to putting a sticker in their window. Life Cycle in Bildeston are also offering discounts. All require sight of the membership cards, so this is an important task for MKr.          MKi handed over cash and accounts so far to CJ.</p>	
6	<p><b>Club Clothing</b>          No news.</p>	
7	<p><b>Finance</b>          No news from CJ at this point. [See also AOB below.]</p>	
8	<p><b>Secretary</b>          No post or other communications in addition to the Action Points and Matters Arising above.</p>	
9	<p><b>Welfare</b>          No news to report.</p>	
10	<p><b>Media</b>          MSa summarised the work to do to update the website that he had picked up from the discussion so far:</p> <ul style="list-style-type: none"> <li>• Add JS to the website as the ladies representative – get this from WB.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Add an extra t on to MKi's name.</li> <li>• Add December minutes.</li> <li>• Add AGM minutes.</li> <li>• Add TT, Road Race and Reliability Ride information.</li> <li>• Add the latest version of the Club Rules. WB had archived the previous versions out of the Governance folder on Dropbox. Add the latest version of the Constitution, too.</li> <li>• Correct Will Taylor [not Will Turner].</li> </ul> <p>CJ noted that the Dan Zagni photograph not in Club kit was still to be removed from the front page at the bottom near the footer. It was accepted that it was relating to the Hill Climb publicity but still not a good impression for the Club. MSa will get all these done.</p>	
<p><b>11</b></p>	<p><b>Social Events &amp; Trophies</b></p> <p>MSH has had half the trophies back so far and ahead of time. 29 people had paid up and ordered their meal choices. 100 places. The deal is to pay for 100 places whatever happens. All to pass the message around. Need to agree cut off point if to cancel that venue, they need to know 10 days before and the £200 deposit will be lost. Ideas discussed. Review at beginning of February.</p> <p>Marie Pickess' address can be obtained from PR and will be invited at the cost of the Club. Someone has paid for tickets to the dinner as part of an award to a non-IBC winner of an open event.</p> <p>SG has ordered tickets for the CycloX event's First Aiders as a thank you, too.</p> <p>WB to tell MSH the winner of club member of the year.</p> <p>WB to supply MSh with the tankards and glasses purchased last year, to keep with the trophies.</p> <p>Attendance cup points could still go to PR due to all the events he is promoter. WB to propose a formal change to the Club Rules as marshalling points are so much less than the organiser but the time commitment might be similar. In view of PR's comments at the last meeting, it was agreed this trophy should go to Clive Tricker, who has done a lot for the Club this last year.</p> <p>Trophies that do not have names all relate to the SSR. 125 Cup is one. One in memory of David James suggested. Social Attendance Cup another.</p> <p>WB to send another email out to all again, to all ex-members to garner more attendance.</p> <p>Photo competition, all committee members present have voted on the 12 shortlisted so that the winner can be determined.</p> <p>Raffle all organised. Anyone offering additional raffle prizes should contact MSH but there are plenty already in hand.</p>	
<p><b>12</b></p>	<p><b>Any Other Business</b></p> <p>A. Treasurer Post</p> <p>CJ reported a misunderstanding at the November committee meeting, the minutes do not reflect what he said; he had resigned his position with immediate effect and would caretake the post until it is filled; he would like minutes corrected to this effect. There was clearly also misunderstanding with other committee members who had thought CJ was giving notice of resignation at the next AGM. WB to amend the minutes. PR to pursue a replacement.</p> <p>B. EGM</p> <p>SG wanted to mention that he had sent a formal apology privately to WB regarding the matters and outcome of the EGM on 16 January 2017.</p> <p>Having not fully read the December committee minutes, SG felt the agenda for the EGM was confusing and did not give enough notice to all Club members. CJ felt the Constitution was up to the CASC standard required in the past but some things had been lost when the old documentation was split into two to make the separate Constitution and the Club Rules. The Constitution is designed to set out strictly the purpose of the club and to be difficult to change; it is important detail for ClubMark requirements and to get grants etc. and changes must go to the whole membership, e.g. AGM or EGM. The Club Rules are for administration and other local matters and are easier to change by the Committee so that the Club can be run.</p> <p>SG explained that he was concerned that the EGM had passed a change to the Constitution</p>	



that could put the Club at risk. Based on current membership of 113 members, quorum would be 20 (or 11, whichever is the higher), so this was achieved by the EGM as 29 voted. SG felt that the 10% is well below the CASC intended model provided by British Cycling and was concerned that those present really didn't know the seriousness of the decision they voted upon. SG summarised what he felt was poor communication.

WB to check with ClubMark requirements to see if this was material.

SG suggested a sub group to revisit the documents and ensure the committee understand the purpose of them and ensure the club is in a good position for the next AGM. SG felt more effort should have been made to get people to the AGM to reach quorum of 48.

It was noted that the EGM agenda was changed at the last minute so that the bank signatories were not discussed and DB felt this matter was more pressing. It is not right that signatories are not committee members. SG felt that, as the rules currently stand, the treasurer can appoint who he wishes as signatories and this has been the case to date. CJ pointed out that he is interim treasurer as he has resigned and it would be better reviewed with the incoming treasurer. The EGM agenda was changed because it was a Club Rule that can be changed by the Committee, even though it had not been formally actioned before or at the AGM.

It was agreed that it was best to make the changes with the new treasurer in light of CJ comments tonight but discussion continued.

DB wanted it noting that his objection was regarding the current arrangements and processes in place, not the people.

It was explained that it was SG and CJ view that the only person that can issue a cheque is the Treasurer. At the moment every cheque is signed twice, in line with the mandate. There is no risk with cheques being pre-signed as the Treasurer is in overall control. CJ expressed concern if the mandate said any two of three which could mean that the Chairman and Secretary could authorise expenditure without the Treasurer knowing, recommending that any new mandate continue to state the Treasurer and one other. CJ felt that it was not a problem with non-committee members counter-signing cheques. The mandate could be changed tomorrow but it is not worth doing until the new treasurer is in post.

SG further suggested that when the bank account is changed to one online, we could formalise our purpose and objectives. He suggested two bank accounts, one for reserves which is more closely protected and one as the main day-to-day account for running costs which will be easier to manage with the basic controls of two stage authorisation.

It was agreed that a sub committee who understands the implications, which should include those in key management roles, should meet and bring a clear set of proposals to the next committee meeting. SG offered to be part of that sub group.

More views were expressed again, and comments made above reiterated, about the way the EGM was communicated and what happened on the night and the consequences.

The meeting was closed at 10pm

**The 2016-17 meetings are at 7.30pm on the third Wednesday monthly in The Ven Yew room at Greshams on:**

**21 Dec, 18 Jan, 15 Feb, 15 Mar, 19 Apr, 17 May, 21 Jun, 19 Jul, 20 Sep, 18 Oct. [No Aug]  
The AGM is on Mon 6 Nov 2017.**