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| **Minutes** | | | |
| What | Ipswich Bicycle Club Committee Meeting | | |
| Why | Annual General Meeting | | |
| When | Thursday 9th November 2023 at 7.30pm | | |
| Where | **Ipswich Sports Club, Henley Road** | | |
| Attended  45 | Mark Salter  Steve Grimwood  Tracy McKenzie  Tom Hudson  Josephine Rosier  Will Taylor  Nicky Humphries  Dan Simmonds  Paul Williams  Charlie Latto  Eddie Bryant  Jackie Abbott  Mark Cheeseman  Patrick Spatchett  Sarah Bennett | Clive Tricker  Tim Canham  Kevin Stark  Lucy Stark  Angus Jardine  Steve Faulkner  Jonathan Page  Prakash Modasia  Karen Weston  Jane Taylor  Chris Bond  John Tully  Ping Cheung  Anne Betts  Charles Mildred | Ashley Nixon  Leanne Nixon  Xander Nixon  Zara Nixon  Mark Howlett  Simon Davey  Sarah Bowles  Sue Chittock  Lewis Culph  Nathan Doyle  Adrian Taylor  Tracey Holbrook  Tristan Clarkson  Zara Mcloone  Lenny Self |
| Apologies | Paul Rippon, |  |  |

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| **Item**  **No.** | **Item Description** | **Lead** |
|  | **Welcome**  The Vice President, Steve Grimwood, welcomed everyone to the meeting and introduced the Chairperson, to Chair the Meeting.  The meeting was quorate and opened at 7.40pm | SG  TM |
|  | **General Summary**  The Chairperson, Tracy McKenzie, welcomed everyone to the IBC AGM 2023 and confirmed the arrangements for the Meeting’s Agenda. | TM |
|  | **AGM Minutes – 10th November 2022**  Last year’s Minutes were proposed by Ashley Nixon as a true record and were seconded by Will Taylor.  The document has been available on the Club’s website for the last 12 months. | TM |
|  | **Chairperson’s Report**  Welcome to our annual AGM. We have continued with our wide variety of cycling disciplines this year and they were supported by some of our club members.  We decided not to renew our IBC membership for Twisted Oaks (MTB) this year as only 7 members utilised this and 7 of those only used in once so it was not cost effective for the club to fund this. However, many club members have their own Twisted Oaks membership so they are benefitting from this local MTB site.  We have provided further group riding training to promote safety and inclusivity, which is important to all of us. These were held at Colchester Northern Gateway on the all-weather flood-lit cycling track, over 3 evenings in May, June and July. If you are new to the club, we urge you to attend the next session, likely to be in late spring if you haven’t attended one this year.  The annual summer BBQ was unfortunately cancelled this year as fewer than 15 people confirmed they were able to attend. We hope to hold this again next summer and have good attendance from our club members but equally, if you do not want this as part of the offer of social events, we will listen to you and try and do something different. We hoped by holding it at 3pm on a Saturday it would tie in with the end of an SSR and attract more members but that wasn’t the case this year.  We had a session at the Lee Valley Velodrome early this year and this was well supported.  Social rides: Thank you to the Nixons’ for taking over and organising the SSRs again every Saturday at short notice this summer. It’s a tough job organising lead riders, who are also volunteers, every week to cover all the groups and the café stops. This year we were lucky to have a weekly Green Ride, so a personal thank you from me to Hilary Bond for leading these. We appreciate all the effort that goes into organising the location and we appreciate the SSR secretaries and the lead riders.  Thank you to Mark Salter, club secretary for as always keeping me on track this year in my role as Chairperson. Thank you to Anne and Charles for managing the new memberships this year. I thank Lucy for organising all our social events this year and all the monthly Thursday social evenings.  Thank you to Paul for keeping the finances in check and to Will as Vice Chair.  Tracy McKenzie  Chairperson | TM |
|  | **Treasurer’s Report**  Sarah Bowles has checked the sheets and agrees with what is presented.   The two main sources of income this year were from Membership and Cyclo Cross.   While the number of members was a little down on last year this was reflected in the income.   The Club Clothing is almost sold now, but that too is down due to the items which are left being either small sizes or unusual items.   The expenditure for the Summer BBQ is from the previous year but was paid in this year, because of the lateness in the year it was held. The Annual Dinner which was a success sadly wasn’t as well supported and costed the Club a sum of money to hold.   Trips such as the Velodrome and the training at Colchester Cycle Park cost the Club £1050 and £563.99 respectively.   The charity Donation was on behalf of Keith Hill.   The Media costs were a catch up from a couple of years ago when we were not billed for hosting.   Banking was an adjustment after the account was used by Bomb Along participants, which has been addressed.   On the whole while we have roughly the same amount of money as last year, it is just in different places. I.e. at the moment there in more in the PayPal account than last year, and less in the general account than last year.   I can answer specific questions another time if you kindly make a note.  I’ll ask Sarah Bowles to sign a copy of the Balance Sheet and I’ll counter sign it when I see her next. | PR  MS |
|  | **Membership Secretary’s Report**  At the end of October 2023, the IBC membership reached 171 members for the year – pleasing to see many new faces amongst our members.  This was the fourth year that IBC ordered membership cards from ‘Club Cards 121’ which were ordered in three batches:  Club Cards 121 has, as in previous years, been incredibly helpful in designing and producing the Club’s membership cards, adapting to our new processes. Beyond the initial annual renewals, new member’s membership cards were produced in-house. This year (2023) all membership cards were personally distributed: from central meetings (such as IBC social nights), by hand by a Club representative or in exceptional instances posted - to ensure that cards were received.  Each year we are ask that members carefully check their details are correct on the British Cycling website (to note: details are held securely under the IBC site even if you are not a member of British Cycling). We also ask that members check: their address, emergency contact and that person’s phone number (as this is the data that is imported to member’s individual cards) is correct.  A post on the club’s fb page and an email will be sent out requesting photo nominations for the face for the 2024 membership cards, the closing date to receive submissions will be 10 December 2023.  We look forward to a busy January processing membership renewals (due on 31.12.23) for our Club’s membership into 2024.  Anne Betts & Charles Mildred | AB/CM |
|  | **General Reports**  **Off Road Competition – Steve Grimwood**  **Off Road Social – Mark Salter**  There have been a large number of off road social events taking place this year involving club members joining in with the Fuddy Muckers for a variety of off road disciplines.  Among these have been mountain bikes and gravel bikes on various off road trails in Suffolk and further afield in Great Britain.  There is no active mountain biking competition being run in the Eastern Region this year, but IBC have an active section of off-road mountain and gravel bikers who regularly meet on organised rides taking in a diverse set of off-road routes from country tracks and bridle ways, to canal tow paths and forest tracks. IBC has not renewed the corporate membership to Twisted Oaks as it wasn’t being used by more than a handful of members.  Several organised rides have taken place in Rendlesham, Tunstall and Thetford Forest as well as Alton Water.  **Media – Mark Salter**  Facebook has continued to be our main tool to communicate events and information to our members this year, followed up with email for those not using this form of social media. The website continues to present a face to the outside world and has encourage quite a few new people to get in touch with us about becoming members and joining in with our rides.  Not so much use has been made of Twitter and Instagram this year so we are pleased to announce that Sue Chittock has volunteered to take on the role of media reporter so you will see more posts about IBC in the coming months promoting what we do.  **Club Clothing – Mark Salter**  Thanks to the superb sales techniques of our Chair Tracy McKenzie, this surplus stock (Endura) has now been reduced down to a handful of items.  Unfortunately due to a number of factors outside our control, the performance of our club clothing supplier SaddleDrunk has been woeful this year. A number of issues have arisen but most have been around an extended period of time before receiving any kit to wrongly produced kit and not actually receiving any kit. The sporadic response from the owner Stefano D’all Allio has not helped matters with either promises of kit that have not materialized to no response at all. This has led to a situation where we have no confidence that any future orders will be fulfilled either in a timely manner or at all. Therefore the club has taken the decision to not use SaddleDrunk for any club clothing orders going forward and we are actively seeking a new supplier.  Kevin Stark has offered to take on the role of club clothing co-ordinator and will now explain what his thoughts are going into the future.  **Coaching & Development – Ashley Nixon**  We ran 3 group rider training sessions at Colchester Northern Gateway this year. Not all were well attended so it is proposed to cut down to 2 sessions for next year and hold them after the weather has warmed up a bit so likely June and July.  We will be promoting these sessions for youngsters as well, as we are looking to get junior involvement in the SSRs during the summer so this is a good starting point.  We had 2 excellent Velodrome track riding sessions at the London Velodrome Lee Valley which were well attended and greatly enjoyed. We will look to hold another session in 2024 during the April to June time frame.  **Social Rides – Ashley and Leanne Nixon**   Ashley and I have taken on our second term from July this year. It’s been a Nixon team effort with myself primarily organizing the leaders and Ashley being chief venue booker.  Our first action was to reinstate the club policy for SSR group colour speeds and to drop the term “steady”. This was initially received with some criticism and caused upset amongst a small group of riders but we believe this was the right thing to do. Our position to go back to Club policy was then clarified through communications to all members via the facebook page and email with a rationale behind the decision. We listened to feedback from riders and our leaders after which we now hope that concerns have been addressed.  We have visited two new venues, Foxes Marina and Kersey Mill, but are always on the lookout for recommendations. During the winter period venues are likely to be more local and with larger indoor accommodation. Looking ahead we will be hoping to run our group rider training sessions at Colchester Northern Gateway, with thanks to our club Coaches Adam Keer and Peter Ingram for taking these. Let us know if you would like to learn or work on anything in particular.  We have a total of 18 lead riders which is great. This means we are less likely to be needed every week and allows for holidays/ time off leading. Most of our leaders are also happy to lead a range of colours within their capabilities which, again, has been really helpful. We have also been able to increase the number of Green rides this year, with thanks to Hilary Bond. The majority of our lead riders have first aid training and this will be due for renewal in August 2024. Also, for those who do not wish to ride outside in the winter, there is now a Virtual SSR option on Zwift, thank you to Mark Cheeseman and Hilary Bond for setting this up.  A big thank you to all our Leaders for their support - without you there would not be an SSR. We are always looking to expand our number of leaders, so please, if you are interested, let us know. I would also like to take the opportunity to congratulate two of our members who have successfully completed the British Cycling Ride leader course - Well done to Sue Chittock and Tracey Holbrook.  If anyone has any issue or would like to raise concerns around SSR, please do contact us directly. We are always open to suggestions and happy to raise with our leaders and committee through the appropriate channels.  We are looking forward to moving on SSR in a positive way and continue to strive for a happy social ride experience; meeting and riding with new people and visiting our lovely cafe stops for those all important refreshments.  Thank you all and happy riding!  Leanne and Ashley  **.**  **Road Race – Charles Mildred – nothing to report.**  **Time Trial – Jonathan Carlyon**  Firstly a big thank you to  all of the members who helped out with Marshalling and time keeping last season the club could not run these events without your support.    IBC ran an Open 10 last season on the Crowfield TT course with 23 entries and 19 starters, won by Samuel Asker (Richardsons-Trek RT) 21.38.  Competitors where happy with the prize  pot awarded for the open e.g. fastest scratch £30 fastest lady £30 etc especially considering small field of entries.  I'm sure many of you will agree with me in thinking we don't run these events to make big profits but to promote the sport at a grass roots level.    I am waiting to  get confirmation from the CTT for the dates of next years open.    The four IBC club 10 mile TTs on the Crowfield course will be run on Tues nights form 16th April - 7th May 2024.    Congratulations to  all the trophy winners this season you will all have to come to  the awards night to see who won!    I am happy to continue as IBC TT secretary for the 2024 season if everyone is happy with that.    Jon Carlyon  **Social – Lucy Stark**  **A close-up of a letter  Description automatically generated**  **Welfare – Kevin Stark & Anne Betts**  Thankfully we can report that the Club has not had cause to process any safeguarding cases throughout 2023, for which we are grateful.  The Club’s Safeguarding Policies have at the last committee meeting (16.10.23), received an annual review. Each Policy follows an approved format by British Cycling, the updated IBC Welfare and Safeguarding Policies and supporting information are posted on the IBC website.  Both of us attended an Adult Mental Health Aware (half day) Course on 16.08.23 – an introduction to Mental Health and the factors that can affect people’s well-being. The course itself was extremely well presented by 12th Man Campaign (sponsored by MHFA England). The 12th Man Campaign works with Cyclists and Cycling Clubs to help develop the skills and confidence to make mental health part of their everyday conversation.  At times when members have been ‘in need’ their cycling friends from within the IBC membership have offered practical support to one another.  Upsets within the Club are rare however going forward into 2024 we ask that questions, clarification of uncertainties are directed towards committee members directly to respond to, who will be able to reply with factual/ up to date information. Thank you.  The Club’s social media platforms are generally for sharing the event details , bike tech and positive/ congratulations news.  As in previous years we are grateful for the support we have received from IBC members during 2023.  Kevin Stark & Anne Betts | SG  LN/AN  TM |
|  | **Committee Proposals**   1. Club President & Vice President nominations   Steve Grimwood to be awarded the position of club vice president  Voting was unanimous for so proposal passed | TM |
|  | **General Committee Proposals**  The committee proposes 1 change to the format of the committee.  The club constitution advises that the chair person should serve a maximum of 3 years in post before the AGM gets to vote on a new person. In view that COVID effectively wiped out more than a year from the tenure of Tracy McKenzie, the committee propose that Tracy remains eligible for the post of Chair Person for another year with a view to standing down at the end of 2024.  Voting was unanimous for so proposal passed | TM |
|  | **General Members Proposals**  Nothing proposed | TM |
|  | **Dissolve the current Committee**  Tracy McKenzie announced the dissolving of the current Committee, handing over proceedings to Steve Grimwood. | TM/ TB |
|  | **Election of the new Club Committee**   * see table below | IBC |
|  | **Any Other Business**  No proposals received by the Chairperson | TM |
|  | **Vote for Club Member of the Year**  All present at the meeting were invited to submit private nominations, the counting was completed to determine the results - the winning member will be announced at the 2023/4 Awards Evening. | MS |
|  | **AGM Closed**  Meeting closed at 8.48pm. | TM |
|  | **Open discussion**  – formalities complete. | SG  PR  MS  WT |
|  | **Meeting Closed**  Meeting closed at 8:48pm |  |

The new committee will meet on Monday 20th November 2023

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| **Role** | **Current** | **Name of Proposed** | **1st** | **2nd** |
| **Honorary positions** | | | | |
| Club President | Tim Butler | Tim Butler | No vote – determined by the committee | |
| Vice President | Keith Hill (Deceased) | Steve Grimwood |
| Vice President | Joyce Neville | Joyce Neville |
| Vice President | Mick Hearn | Mick Hearn |
| **Management positions** | | | | |
| Chairperson | Tracy McKenzie | Tracy McKenzie | Voted en bloc  Proposed Tom Hudson | Seconded Jo Rosier |
| Vice Chair | Will Taylor  Steve Grimwood | Will Taylor  Lucy Stark |
| Treasurer | Paul Rippon | Paul Rippon |
| Accounts Examiners | Roger Girling | Sarah Bowles |
| Accounts Examiners | Vacant | Vacant |
| Club Secretary | Mark Salter | Mark Salter |
| Membership Secretary | Anne Betts  Charles Mildred | Anne Betts  Charles Mildred |
| Social Rides Secretary\* | Simon Davey  Paul Williams | Leanne Nixon  Ashley Nixon |
| Welfare Officer Female | Anne Betts | Anne Betts |
| Welfare Officer Male | Kevin Stark | Kevin Stark |
| Social & Trophy Secretary | Lucy Stark | Lucy Stark |
| Media Secretary | Mark Salter  Charlie Latto | Mark Salter  Sue Chittock |
| Coaching Secretary | Ashley Nixon | Ashley Nixon |
| Clothing Co-ordinator | Mark Salter | Kevin Stark |
| **General positions** – if any additional interest comes forward, the post will go to a vote at the AGM | | | | |
| Road Race & Track Secretary | Charles Mildred | Charles Mildred | Voted en bloc  Proposed Angus Jardine | Seconded Adrian Taylor |
| Time Trial Secretary | Jon Carlyon | Jon Carlyon |
| Off Road Competition Secretary | Steve Grimwood | Steve Grimwood |
| Off Road Social Secretary | Steve Grimwood | Steve Grimwood |
| Coaching & Development | Ashley Nixon | Ashley Nixon |
| Members Representative | Leanne Nixon | Leanne Nixon  Josephine Rosier | Ashley Nixon | Karen Weston |

**\*The committee in early 2022 decided that the SSR position should be a management position, hence moved to this section.**