

Canberra Cycling Club Committee Meeting Agenda & Minutes

Thursday 21 May 2020 - Peter Blackshaw Manuka



Item	Agenda (responsibility)	Minutes	Actions
1	<u>Attendance (TD)</u>	<p><u>Present</u> Rae Rogers (RR), James Jordan (JJ), Rainer Wilton (RW), Trish Ellis (TE), Andrew Chamberlain (AC), Tristan Dimmock (TD), Megan Pitcher (MP), Steve Crispin (SC), John Warren (JW).</p> <p><u>Apologies</u> -</p>	
2	<p><u>Previous Minutes (TD)</u></p> <p>1. Approve Minutes of the previous meeting</p>	<p>1. The minutes of the previous meeting (Feb, Apr 2020) were approved.</p>	
3	<p><u>Previous Actions (TD)</u></p> <p>1. RW to book RUC boardroom as venue for meeting 2. RW to distribute notice of AGM to membership. 3. TD to prepare president's report ready for AGM 4. TE to work with Kim Hannah (see below) to prepare treasurer's report 5. JJ to draft a blurb to accompany release of</p>	<p>The committee reported:</p> <p>1. RUC was booked and paid. Approx \$90. Not used as COVID-19 prevented use of facility / meetings etc. 2. Notice of AGM was distributed. AGM subsequently cancelled. 3. President's report was distributed and posted to CCC website. 4. Financial reports prepared by TE and Kim Hannah. 5. JJ finalised calendar and published to socials, website, EntryBoss 6. JJ contacted CACT and coordinated final release of calendar as per above.</p>	

	<p>calendar to CCC website, email, and socials.</p> <ol style="list-style-type: none"> 6. JJ to contact CACT and VCC and coordinate release of calendar. 7. JJ to update winter road calendar to include Women's and Junior Tour on 9 and 10 May 2020. 8. RR to make tentative booking at SFP for use to crit circuit. 9. JJ to request that Bre Vine publish winter calendar events to Facebook and Strava events 10. JJ to Book Commissaires and first aid for winter road program 11. RW to forward calendar to AS for publishing to website 12. JJ to contact traffic management company and obtain appropriate quotes and make bookings for events 13. RW, JJ to action EntryBoss signup for CCC 14. RW to forward blurb and road calendar announcement to CCC email list 	<ol style="list-style-type: none"> 7. Calendar was updated as required. 8. RR is managing as required. 9. JJ requested BV to publish calendar. Completed. 10. JJ confirmed with Commissaires. RW confirmed coverage with FA. All subsequently cancelled. 11. AS above. Published. 12. As above. Completed. Cancelled. 13. As above. Completed. Events put on hold. 14. As above. Completed. 15. RW requested medals to be organised. Awaiting outcome. 16. TBC 17. TBC 18. See Other Business 19. Held over. 20. Held over. 21. Held over. 	
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	<p>15. RW to request Jono Hazell to organise medals for the Club Crit Champs.</p> <p>16. SC to organise consistent operation of the timing board (power)</p> <p>17. TD to request that AS give SC and JJ access to the CCC socials.</p> <p>18. Overall Crit season, grading and prizemoney to be reviewed at conclusion of crit season.</p> <p>19. TE to forward JJ previous equipment audit reports to assist with preparation of audit.</p> <p>20. JJ will conduct an equipment audit. He will organise volunteers to assist.</p> <p>21. TE to approach Kim Hannah and investigate whether Kim will act as CCC auditor into the future.</p>		
4.	<p><u>Committee Membership</u></p>	<p>RW noted that Bre Vine resigned her position as Social Media Coordinator on 25 Apr 2020. On behalf of the committee and the club, TD thanked Bre for her great social media work over the last year.</p> <p>RR proposed that Megan Pitcher be appointed to the committee in the role of Social Media Coordinator. TD Seconded. Passed.</p> <p>Welcome Megan!</p>	<p>Action: MP to be provided with access to committee mailing list, socials etc.</p>

		<p>All social media communication to be managed by MP. Committee members to email MG directly with any communication requests.</p> <p>Communication includes:</p> <ul style="list-style-type: none"> • Website updates (via Al Sieper) • Email Newsletter • Facebook • Twitter • Instagram 	
5.	<u>Van Rego and Insurance</u>	<p>TD Reported that:</p> <ul style="list-style-type: none"> • Van registration has been renewed. • Van battery is flat and needs replacing • Van does not currently have third party property insurance. • CCC Trailer registration has been renewed. • Service of van <p>The van is currently parked in secure underground parking at TD's apartment building. All present agreed that storage of the van can remain there until further notice.</p> <p>All present agreed that TD is to organise a service, new battery, third party property insurance, and ongoing registration.</p> <p>The committee approved payment of these expenses.</p>	TD to organise a service, new battery and third party property insurance.
6.	<u>AGM Planning</u>	<p>RW reported:</p> <ul style="list-style-type: none"> • As above, TE has prepared the end of year financials • A date for the AGM must be set for before 30 June 2020 	RW to make appropriate arrangements.

		<ul style="list-style-type: none"> • Current year's return has been prepared and is ready to lodge • Previous years returns were followed up, lodged and paid. <p>It was agreed that the new details for the AGM will be date Thursday 18 June 7pm – 8pm, at the RUC.</p> <p>RW to organise notifications etc.</p>	
7.	<u>New Commissaires</u>	<p>TD Reported:</p> <ul style="list-style-type: none"> • Email correspondence Subject <i>ACT Commissaires recruitment</i> received 18 May 2020 from CACT. <p>The committee agreed to support CACT in the push to support current Commissaires and recruit and train new ones.</p> <p>TD will respond to CACT and outline CCC support for this drive. CCC support can include media promotion, in kind support (for example, but not yet confirmed, free racing for Commissaires)</p>	TD to respond to CACT and outline support.
8.	<u>President's Report</u>	<p>TD Reported:</p> <ul style="list-style-type: none"> • As above 	
9.	<u>Treasurer's Report</u>	<p>TE Reported</p> <ul style="list-style-type: none"> • A financial summary provided as an attachment to these minutes. • There is approximately \$40,000 in the bank. 	AC to discuss sponsorship with Headley Property Investments.

		<ul style="list-style-type: none"> • Sponsorship receipts have been about half of what was originally agreed. • CCC saw a difference (outgoing vs income) of approximately \$1000 for the period covered by the report. 	
10.	<u>BAG Report (JW)</u>	<p>JW reported:</p> <ul style="list-style-type: none"> - Regarding Marshalling Cards. No responses from John's request via the newsletter. - Some challenges remain with road approvals. JW has been in touch with CACT to offer advice and support to CACT. - The B.A.G. has not met since the last CCC Committee meeting 	
11.	<u>Road Calendar</u> <ol style="list-style-type: none"> 1. <u>ACT Champs Series (RW)</u> 2. <u>Status of Road Approvals</u> 3. <u>Resumption of Racing</u> 	<ol style="list-style-type: none"> 1. ACT Champs Series (CACT has now published these to their EntryBoss page). JJ to manage with with CACT. 2. Status of Road Approvals <ol style="list-style-type: none"> a. Roads ACT now doing event by event approvals. b. As of the date of this meeting the road approval for the iTT on 14 Jun 2020 has not been provided by Roads ACT 3. Resumption of racing <ol style="list-style-type: none"> a. Track (TD). Won't start until August. TD reported that Viking are keen to get some track training underway and will work with Vikings to support this as required. b. Road (JJ) <ol style="list-style-type: none"> i. Reported that Iron Mike this weekend will not go ahead. 	<p>JJ to liaise with CACT regarding management of the ACT Champs Series.</p> <p>JJ to draft a quick paragraph for distribution via the CCC newsletter and other media channels.</p>

		<ul style="list-style-type: none"> ii. Next race is the iTT on the 14th of June. It may be possible to run this race with COVID-19 management strategies in place. iii. It was agreed that under current restrictions and constraints CCC won't attempt to run this event. 	
12.	<p><u>Other Business</u></p> <ul style="list-style-type: none"> 1. Lost Keys 2. Crit Follow up (SC) 3. Club Asset Register (TE) 4. Strava Challenge Update (JJ) 5. Membership Drive (RR) 6. One Cycling Update (RR) 	<ul style="list-style-type: none"> 1. TE reported that her key to the SFP office has been misplaced. It was agreed that key will be held by: <ul style="list-style-type: none"> a. President (TD) b. Crit Coordinator (SC) c. Treasurer (TE) d. A nearby backup (RR) 2. Crit Follow up <ul style="list-style-type: none"> a. SC reported that he will investigate rescheduling the women's and men's crit champs. to be rescheduled. Sc to action. b. SC reported that he will develop a brief proposal to outline how point allocation can be tweaked to encourage people to finish and greater participation. <p>RW stated that he would like to investigate how all finishers can be recorded within Critsonline to recognise participation of all members.</p> <ul style="list-style-type: none"> c. SC reported that due to the numerous interruptions (smoke, weather, COVID-19) to the crit season the grading system was not applied. 	<ul style="list-style-type: none"> 1. RW to contact Jeffrey Van Aalst to report lost and request new key. 2. Crit Follow up <ul style="list-style-type: none"> a. SC to reschedule the missed 2019 crit champs events b. SC to draft brief points allocation schedule. RW to investigate how all participants can be recorded within critsonline. c. AC to manage new CCC Grading Committee, including seeking volunteers from the membership. d. RW to draft a volunteer incentive / reward proposal for committee review and discussion. 3. RW to contact Peter Gough and discuss best arrangements for the storage of the timing system. 4. Strava Segment Challenge <ul style="list-style-type: none"> a. JJ to provide details of winners of Strava Segment Challenge winners to RR and TE. b. JJ to arrange for details of next challenge (Iron Mike) to

		<p>In general discussion it was agreed that CCC requires a handicapper to ensure promotions and demotions are managed throughout the season to support an appropriate level of competition across the grades.</p> <p>The committee agreed that for the next summer crit season grading will be loosely based on the existing points system, but ultimate grading will be via a grading committee.</p> <p>CCC will seek volunteers to join the grading committee. Grading will be managed via EntryBoss.</p> <p>CCC will review the allocation of prizemoney for the next crit season to ensure sustainability for the club in meeting the costs of running the event.</p> <p>d. It was agreed that CCC will use a blend of rostered teams and individual volunteers to support the next crit season. All volunteers (individual and those volunteering with a team) will be eligible for a yet to be determined reward or incentive.</p> <p>Teams will be rostered every second week, and well in advance by the Crit Coordinator. Individuals will be able to volunteer in the 'off weeks'.</p> <p>3. TE noted the email correspondence from RW through the week regarding the CCC timing</p>	<p>be distributed via the club's media channels.</p> <p>5. Membership drive</p> <ul style="list-style-type: none"> a. MP to create appropriate campaigns to promote CCC membership b. MP to collate quick information on gravel riding in the ACT together with Strava routes for publication to the CCC website.
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system. It was agreed that CCC should update its equipment register (see previous actions) and request that club equipment (for example the timing system) is returned to the club and securely stored in the container.

RW reported that Peter Gough had responded to his emails regarding the timing system. Peter has the timing system, and has developed a user manual to support its operation.

4. JJ reported that some members have participated in the Strava Challenge. JJ will provide the details of the winners to TE and RR so they can claim their prizes.

All present agreed that the Iron Mike Strava challenge should go ahead.

5. Membership Drive

- a. RR reported that there has been a large uptick in bicycle sales and general cycling participation during the COVID-19 shutdown period. CCC should try and capitalise on this increased interest in cycling with a membership drive.

In general discussion it was agreed that CCC will trial a social media new member promotion with general membership and insurance as the main themes of the drive. Displaying "Join CCC" posters at SFP was also agreed if approved by SFP.

The Committee approved a budget of \$100 per month for an initial period of 3

		<p>months. MP to action and report outcomes at each meeting.</p> <p>It was also discuss that CCC should take ownership of the 'gravel' riding space within the ACT. An initial first step could be collating and publishing a list of local gravel rides to the CCC website. MP to action.</p> <p>Ideas for future member recruitment activities included:</p> <ul style="list-style-type: none"> - Supporting the development of more level 1 coaches - Running junior come and try events - Running senior come and try events (using an experienced local coach – possibly paid) <p>6. RR reported that Cycling Tasmania will soon meet and their original position regarding One Cycling may be reversed.</p> <p>If this occurs, it will position CACT with the deciding vote in the formation of One Cycling. CACT will use this position to advocate that the ACT receives adequate and appropriate resourcing.</p>	
13.	<u>Close and Next Meeting</u>	<p>Next Meeting</p> <ol style="list-style-type: none"> 1. Thursday 18 June 2020 – 7pm – 9pm @ O'Connor RUC. 	