

Edinburgh RC Committee Meeting

This section is updated by the chairman

Date: March 14 2019 19:30

Location: **(CodeBase) Castle Terrace**

Invited	Minutes Taken	Present (✓ or X)
Rob Bloor (RB)	06/10/14 06/07/15	✓
Simon Bullock (SB)	07/12/15 04/01/16 06/06/16 04/07/16 07/11/16 05/06/17 02/10/17 04/12/18 08/01/19	✓
Phil Darby (PD)	01/02/16 05/09/16 06/03/17	✓
Euan Munro (EM)	06/08/18	✓
Graham Jones (GJ)	01/09/14 01/12/14	✓
Darina Cunnane(DC)	04/09/18	X
Jonny May (JM)	02/02/15 05/12/16	✓
Oonagh O'Brien (CG)		X
Steven King (SK)		✓
Annelie Preiss (AP)		X
Jeremy Pullar (JP)		✓
<i>Sonya Crawford (SC)</i>		X
<i>Martyn McWhirter (MMcW)</i>		✓

Apologies: This section is updated by the chairman

Annelie Preiss

Darina Cunnane

Oonagh O'Brien

Agenda: This section is updated by the chairman

Start Time	Topic	Information	Time Limit
19:30	Previous Minutes	Agree previous minutes (previous minutes attached for reference)	00:05
19:35	WebSite	Update on new website design, content and management with Martyn McWhirter	00:40
20:15	Club Dinner	Review of recent club dinner. Including format, speaker required, prizes, youth and junior together with senior, venue, catering, raffle, etc.	00:40
20:55	Women's Social Evening	Discuss and agree on moving forward with plans put forward by Annielie and Simon	00:10
21:05	Secretary	Any progress on finding a replacement for the irreplaceable Jonny May?	00:05
21:10	Outstanding Actions	Check status on any outstanding actions from previous minutes (see summary of actions below)	00:30
21:40	AOCB		00:10
21:50	CLOSE		00:01
	Items for Next Agenda		

Outstanding Actions: The chairman copies-n-pastes the Outstanding Actions table from the previous months minutes, updates the status of open items, deletes closed items older than one month and adds new actions from the previous meeting to produce a current set for the meeting

Reference	Action	Owner	Target Date	Status
160201_03	Setup online capture of PVG information (using electronic subs). All PVGs and numbers are in PaySubs. Now just need Sonya to approve. End to End processing/recording of PVGs in PaySubs is now there.	PD/GJ	29/02/16	Progressing. Meet with Sonya Ensure Tri Section compliant - Ongoing (marked as ongoing 05/11/18 in the absence of further detail)
161205_08	Check club docs re Safeguarding Policies and publicise Club Welfare Officer	SMcD Darina	31/12/16	OnGoing Follow up with Tri Youth section

				(OO/PR)
171002_12	Purchase First Aid kit(s) and claim back the cost	PR	30/11/17	05/11/18 - on going.
171204_04	Aim to have a 'BBC' website presence when the time is right Youth added, now update to include Breeze and Development Rides	PD/DC	31/1/18	05/11/18 - Youth element closed. Breeze element ongoing.
171204_07	Update list of tri coaches - Oonagh to send to Sonya	OO/PR	31/1/18	05/11/18 - on going
180702_07	Develop means of engaging members to volunteer and organise - show off the organisers and volunteers. Phil to get the volunteers video from Paul	EM/PD	31/7/18	On Going - Paul Watt and Phil to enhance videography.
180904_04	Contact Paul Zarb about Season Starters on 30/03/19 in FCP (2 races in 1 day)	DC	30/09/18	05/11/18 - on going
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181105_05	Ross to investigate the feasibility of the CTC affiliation for the Race Team and pass findings on to the new coaching convenor	RH/JP	30/11/18	c/f - Changed to JP
181105_11	Engage with Ken Talbot on details for appearance as guest speaker at club dinner	PD	31/12/18	OnGoing

181204_01	Retrieve original, old and archived content from old web site from Ken Russel	MMcW	31/12/18	New
181204_02	Section Leads to review website text/content and determine what should be kept, dropped or added	ALL	31/12/18	New
181204_03	Perform an overall/general review of web site content	GJ	31/12/18	New
181204_04	Set up administrative logins for committee members on new Web Site	MMcW	15/12/18	New
181204_05	Set up group level privileges for web site management/administration and content add, edit, remove, e.g. administrator group, New Poster group, etc	MMcW	15/12/18	New
181204_06	Discuss and agree youth and junior content and access requirements with Youth Race team	DC	31/12/18	New
181204_07	Set up a page for MidWeek Time Trial results, etc	EM	31/12/18	New
181204_08	Discuss concerns regarding setting up new kit order Goodson race team	MMcW	8/12/18	New
181204_09	Write letter/email to SC/BC regarding concerns over strict rules surrounding use of registered club kit (i.e. that this goes against the goal of encouraging participation)	PD	31/12/18	New
181204_10	Speak to Victoria regarding confirmation and booking for club dinner date/venue	SB	31/12/18	New
181204_11	Confirm availability for Red Chilli bikes to set up a small preview area/presentation at the dinner	SB	31/12/18	New
181204_12	Split out Development Officer funding/costs on accounts	SK	31/12/18	New
181204_13	Publish the amounts for section leads, since it was agreed to roll over budget amounts from 2018	SK	31/12/18	New
181204_14	Finalise audited accounts from 2017/18 period	SK	31/12/18	New

181204_15	Speak to youth team to ensure summary of their accounts are passed to Darina	DC	31/12/18	New
181204_16	Separate out account categories for Juniors and Junior Race Team	DC/SK	31/12/18	New
181204_17	Follow up on set up of gifts for volunteers	EM	31/12/18	New
181204_18	Contact Paul Zarb regarding role/remit of Women's officer	AP	31/12/18	New
190108_01	Review what local/regional First Responder Groups might be able to offer (in lieu of BCs updated first aid requirements)	RB & OO		New
190108_02	Check BCs response to Julie Rourke regarding first aid requirements	RB		New
190108_03	Retrieve trophies (and certificates) from Jonny and also have them engraved	PD		New
190108_04	Write to Steve C regarding possibility of donating wheels for raffle	SB		New
190108_05	Speak to Victoria regarding finalising menu, and also confirming fee for the speaker	SB		New
190108_06	Confirm other raffle prizes from sponsors, club stock or other sources	EM/ALL		New
190108_07	Organise the bake sale	DC		New
190108_08	Speak to Steve Canney and the 'Thursday Group' respectively regarding the almost to become vacant post of club secretary	RB & EM		New
190108_09	Confirm whether Ken was notified that he had been awarded life membership for service rendered (at the AGM)	SB		New
190108_10	Set up women's group to be used by Annelie	GJ		New
190108_11	Speak to Chris Allen regarding design and availability of Graphic Design Templates	GJ		New
190108_12	Follow up on the printing of additional club banners	PD		New

Things Presented & Agreed The minute taker at the meeting updates this section after the meeting with the Things Presented & Agreed at the meeting

New Web Site:

New site just about ready to launch, but a handful of pages (Race Team, Road Section, Goodson's Team, etc.) still a little light on content

It was noted that historical results are also absent. Action: Martyn and Graham to see if we can retrieve historical results from old web site

Noted that extra sections should be available on Results page for Track, Triathlon and Youth/Junior. Action: Martyn to add buttons/pages under results for Track, Triathlon and Youth/Junior

Old site had a lot of general information under the FAQ page, e.g. what to take on a ride, how to ride in a group, how to get into racing, etc. Action: Martyn to add FAQ page to the new site

More photographic content is required, for buttons, headers, etc. Action: ALL to seek high resolution photographs that can be used

Website has the links to main (club) social media pages, e.g. Facebook, Twitter & Instagram, but not links to section specific social media sites. Action: Euan to follow up and add page for links to other social media points

Agreed go live date of 1st April 2019

Review of 2019 Club Dinner:

Discussion around, format, requirement for speaker, day of event, time of event, venue, Raffle/Fund Raising, Running Order/'Master of Ceremonies', Prizes to be given out, etc.

It was agreed that an annual formal dinner with guest speaker should be the way to go in future. Previous events without a speaker were poorly attended. We should seek appropriate speakers well in advance and organise the date around their availability.

The date of the event should remain in February, to avoid 'event overload' after Christmas and New Year, but also avoid the start of the racing season.

It was agreed that the youth & junior prize giving should remain part of the club dinner along with the senior prizes, however to avoid the mass exodus which has taken place half way through the event in recent years, it was suggested that the event be held earlier and on a different day, with the youth & junior prizes handed out earlier in the evening i.e. before the dinner. Also consider having the speaker speak before dinner so that the youth and juniors stick around for the speaker. Suggestion was to hold the event earlier and on a Saturday. Possible running order, Start earlier, say 17:00 or 18:00, Speaker, Youth and Junior Prizes, Dinner, Senior prizes and Raffle draw.

Prize winners be notified further in advance in order to give them a chance to buy a ticket and attend the event.

Fewer awards should be given out on the night, e.g. Only give out cups and trophies, with other prizes, e.g. certificates being presented separately at other social events.

It was also suggested that we should perhaps have a social committee set up, to lead the way on organising regular or one off events. Simon said he would speak to Victoria regarding heading up such a group.

Simon took an action to thank Steve his time (and materials) for the wheels he donated as a raffle prize.

Women's Social Event:

Annelie had sent her apologies, but also included details of her planned women's social event. The event and, more specifically, the required budget for the event was discussed. All agreed that the event was a great idea with a great, provisional line up, for which Annilie had clearly spent a lot of time on already. With regards to funding the event, it was agreed that Annilie should have her own annual budget, and so Simon took an action to write to Annilie asking her to submit a budget request to cover this, and other events/expenditure through the remainder of the year.

Club Secretary Position:

Jonny continues in post, but we need to find a replacement quickly. There is an existing action for Rob or Euan to reach out to the Thursday group to ask if anyone would be interested in the post.

It was also confirmed that we do not currently have an organiser (previously Jonny) for this year's Lothian Flyer race which is scheduled for Saturday 20th July. Rob had suggested reaching out to Mike Wilcox at Peebles CC to ask that they run the event this year. Jonny said that previously Shiela Spence had commented that she would rather ERC run the event. Action: Jonny will contact Shiela and Rob will contact Mike to discuss.

Also we have no TT Coordinator. Simon took an action to discuss with Dougal (whilst in Mallorca next week)

AOCB:

Several items discussed, see actions list for outcome.

Graham Jones, floated the idea of not giving away a membership gift and instead diverting the funds to a volunteer rewards scheme similar to that of various High Street stores and supermarkets. The idea being that rather than giving a gift at point of volunteering, rather give points that can be collected and exchanged for larger 'ticket' items, e.g. club clothing, membership, etc. All agreed this was a great idea and should be taken further.

Actions The minute taker at the meeting updates this section after the meeting with actions from the meeting

- Determine if we can retrieve historical results from old web site - **MM/GJ**
- Add buttons/pages under results for Track, Triathlon and Youth/Junior - **MM**
- Add FAQ page to the new web site - **MM**
- Seek high resolution photographs that can be used for website buttons, headers, general content - **ALL**
- Add page for links to other (section specific) social media points - **EM**
- Web site to go live on 1st April 2019 - **MM**
- Speak to Victoria regarding setting up a social committee - **SB**
- Write to Steve C thanking him for the donation of the star raffle prize - **SB**
- Write to Annilie asking her to submit a budget request to the committee for consideration - **SB**
- Contact Shiela Spence regarding Running of Lothian Flyer - **JM**
- Contact Mike Wilcox regarding running of Lothian Flyer - **RB**
- Speak to Dougal regarding the post of TT coordinator - **SB**
- Follow up on BC's Group Ride Leadership Courses with respect to folk leading youth & junior rides on open roads - **JP**
- Order Trophy and arrange 'Celtic Band' engraving for Pippa's Road Race - **GJ**
- Follow up on details of BC's new First Aid requirements and differences between RR and TT - **RB**
- Complete the affiliation with Tri Scotland - **OO**

- Look further into alternate volunteer rewards scheme - **GJ**

Section Reports Each section to be updated by the Committee representative of that function for events that have happened in the month prior to the meeting. These should be completed prior to the meeting in time for other committee reps to read before the meeting

President

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Vice President

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Secretary

- Go-Ride reaccreditation audit form received from SC. Paul Zarb is to review and help with completion. (First step is for Paul to fill in the coaches info we've already supplied to SC when completing their membership questionnaire.)
- Organiser James Cran is double booked for Glenkinchie TTT2 date (7/4/19) and the event will have to be rescheduled - "I'll have a look, problem is summer is busy season in my audit world so I'll be doing 50+ hour weeks, not ideal for race management... and the problem is that lasts from May to September... looking to find a new job though so fingers crossed I have more time. I'll provisionally say mid-end summer."
- Message received from Niamh Spence - n.spence@amaze.com - "I am reaching out to you on behalf of my client Auto Trader, who have launched their campaign #SwearToChange, in a bid to get all road users thinking about others when they're out and about. The campaign involves some free reflective merchandise including a jacket, that we hoped would be useful for those running out on the roads - like your running group! We wondered if any members of your group would be interested in receiving some of the free merchandise, in exchange for providing a quote/case study to be used as part of our media outreach? The campaign page is here if you need any more information, or just give me a shout: <https://www.autotrader.co.uk/swear-to-change>"
- Event registration for Lothian Flyer RR is now (over)due. Do we have a replacement organiser yet?
- Details of Pentland Trail Centre public consultation at Swanston Golf Club on 5/3/19 received. Press release shared on ERC Facebook page.
- Sonya Crawford has enrolled on In safe Hands and Safeguarding and Protecting Children courses with Edinburgh Council to satisfy SC requirements.
- Triathlon Scotland affiliation now due. Link to form and affiliation guide sent to Oonagh.
- Tri Section need to appoint someone to verify volunteer identities when Sonya carries out PVG checking.
- SC Conference - Phil is attending Go-Ride conference and Sonya is going to Commissaire's day.
- Go-Ride Development Fund application declined by Sophie Warburton @ SC. "Thank you for applying for the Go-Ride Development Fund. We received a high volume of quality applications, which reflects all the hard work and exciting developments which are happening in Go-Ride clubs.

Unfortunately given the limited resources available we are unable to support all the applications. After careful consideration of all projects we felt the purchase of this equipment for the club would have limited impact on the overall outcome of achieving growth in capacity. We are therefore unable to support your funding application.

There are other funding sources that may be worth applying to, for example: National Lottery Awards for All Scotland Tesco Bags of Help

Thank you again for taking the time to apply."

- Attended SC East & Central Secretaries meeting along with Ken Whitson and Morag Lamont on 15/1/19. Only two other club reps present - Andy Matheson, Musselburgh RCC and Ken Talbot, Handcycling Edinburgh. Borders clubs were to hold separate meeting. No minutes supplied from either meeting and proposed race organiser training event on 24th Feb not held.

Membership Services

- Membership currently at 686

- Club Dinner raffle took in £356
- Approximately 30 going to Majorca on the spring training camp
- Need to decide on Pippa Handley trophy. My suggestion is [this](#) with a [customised plinth](#)

Treasurer

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MTB

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RTTT

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Coaching

- Last month I had helpful meetings with Elise Methven, the east Triathlon Scotland club development officer and Sean Webster, the Edinburgh Coaching (CEC) officer.
- I also had a general meeting with Simon Fagan relating to coach development and possible organised local coaching events.
- Sportscotland have confirmed that they will now only be funding grants for core coaching courses eg L1, L2 and L3's and not DSU's.
- The Go Ride application did succeed in £100 of funding for coaching fees which I will forward to Paul Zarb.
- The following persons have booked up for courses which have started or are just about to start -
- Kate Swaine L1 triathlon
- Sam Henderson (south) L1 bike
- John McLoughlin (north) L1 bike
- Gavin Corrie (south) L1 bike
- Sean Doak (north) L1 bike
- Ian Simpson (north) L1 bike
- Martin Graham/Gavin Robertson tbc

Youth

- We were unsuccessful with our Go Ride funding application.
- 5 Islabikes ordered. Bulk discount of 10% received, so £310 saved.
- One of the current fleet, at least 6 years old, has to be replaced, as the cost of repair was more than half the price of a new one.
- Second hand MTB bought from club member. Renter also found, so bike will generate funds immediately.
- Have also thought of a way to generate a "bike fund" for future years. Will need to discuss with Steven, as it will involve ring-fencing monies raised from bake stand at our two events a year (over £600pa). This money has traditionally been donated to a bike-related charity, rather than invested into the youth section.

Multisport

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Women's Officer

1. New Women's Only Social Ride

I have now completed the Breeze, Ride Leadership Award level 1 to be able to lead a social ride. Darina and I both need to get a first aid qualifications and I have booked a space on the 6th of April. Realistically we could start leading the social ride after the April holidays. Darina mentioned that the Go-Ride at Ich park moves to a Monday evening in April so we are now looking at this time slot for the women's social ride. Details to be finalised over the coming month.

2. Ride to the Sun Cycling Sportive – 22nd of June

I have emailed the women's club members to gauge interest in doing Ride the Sun and I will give an update on numbers by the next committee meeting. Having spoken to the organisers of the event, transport for participants are arranged by the scouts so it does not require any additional input from the club in terms of transport, however having Simon F providing a technical back-up vehicle for ERC would be very welcome.

3. ERC Women's Social Event – 10th of May

Simon and I have looked at dates and we would like to host this event on the 10th of May if this is fine with the committee? Boroughmuir Rugby club is willing to let us use their club house for **£250**, which was way less expensive than any other venues I approached and I think it's a great price for what we get. The venue consists of 2 large rooms, (1) a social space with a cash bar and an appropriate area for meet and greet and having something light to eat. (2) Upstairs is a large lecture hall that can seat up to 140 people with an overhead projector and a small stage for presentations. The following very exciting line up of speakers have confirmed their availability:

- Anna Flynn - ERC
- Ishbel Holmes - World Bike Girl <https://worldbikegirl.com>
- Jenny Graham (world record holder for circumnavigation of globe) or Lee Craigie or both - The Adventure Syndicate <http://theadventuresyndicate.com/round-the-world>
- Shani Bloch - Olympic Cyclist, formerly with team Israel https://en.wikipedia.org/wiki/Shani_Bloch (She now coaches in schools in West Lothian)
- Diane Clayton - Clarion coach and keen developer of women's cycling
- Suzanne Forup - Cycling UK's head of development in Scotland <https://www.cyclinguk.org/blog/suzanne-forup/introducing-ctcs-team-scotland> (Planning to talk about WalkCycleVote women specific info from the recent Sustrans Gender Report and mention projects like Play Together on Pedals that get preschool children cycling)

In Terms of food, the local caterers (Formerly MacKenzies restaurant) have offered to provide the following buffet for **£8 per person for 140 people**.

Buffet option 1

Chefs own Chilli-con-carne
and

Veggie chilli.

served with nacho chips,grated cheese, crusty bread and savoury rice

OR

Buffet option 2

Strips of chicken served in a Tikka Masala sauce
and

Vegetables cooked in a green Thai curry
savoury rice, nan breads and pompadons

This will include all crockery,cutlery and staffing. Prices include vat

Wine @ £14.00 per bottle.

Or corkage @ £6.00 per bottle.

Soft drinks @ £1.70 per can.

Average alcoholic drink @£3.40

The venue also has a large secure patio where bikes could be stored. There are also spaces available for pop up stands. We could charge for tickets and the amount depends on what the committee is willing to spend on such an event so it is open for discussion? We were thinking that £10 per head is probably appropriate, considering we are providing food at £8/head and we have a fantastic line-up of speakers? We think £15 would be too much.

The draft format for the evening could look something like this:

- 45 mins meet and greet and buffet
- 60 mins presentations
- 15 mins break
- 60 mins presentations
- 45 mins social with a potential question and answer session

I hope the information above just gives enough information to the committee to make a decision on whether or not we should go ahead with this event if we can afford it? If so, we need to confirm with the venue next week. I would need some help on the advertising side and ideas from people who have experience with organising events of this size. Simon F is giving a lot of input, especially with regards to finding the speakers!

In summary a rough breakdown of cost:

Venue: £250

Food: 140 people @ £8 per head = £1120

Drinks: to be discussed (cash bar option available too)

Advertising: to be discussed

TOTAL COST (without drinks and advertising): £1370

INCOME from tickets: £1400

Website

Could Martyn please include a women's section on the website, so we have a space to advertise the new social ride and projects and events such as the ones above?

Pippa Hanley Road Race

Rob and I are trying to find a mutual time to meet up and discuss the Pippa Hanley Road Race. It looks like this would be mid-April.

AOCB

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Minutes from the last meeting are pasted below by the Chairman for reference:

February Meeting was cancelled, so minutes from January 8th included for reference:

Date: 8 January 2019 19:30

Location: **(CodeBase) Castle Terrace**

Invited	Minutes Taken	Present (✓ or X)
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Euan Munro (EM)	06/08/18	✓
Graham Jones (GJ)	01/09/14 01/12/14	✓
Darina Cunnane(DC)	04/09/18	✓
Jonny May (JM)	02/02/15 05/12/16	X
Oonagh O'Brien (CG)		
Steven King (SK)		✓
Annelie Du Plessis (AP)		✓
Jeremy Pullar (JP)		✓
<i>Sonya Crawford (SC)</i>		
<i>Martyn McWhirter (MMcW)</i>		

Apologies: This section is updated by the chairman

Jonny May

Agenda: This section is updated by the chairman

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19:30	Previous Minutes	Agree previous minutes (previous minutes attached for reference)	00:05
19:35	Outstanding Actions	Check status on any outstanding actions from previous minutes (see summary of actions below)	00:25
20:00	First Aid at Races	Discuss requirements from BC regarding First Aid provision for races	00:15
20:15	Annual Dinner	Simon to update on current status	00:15
20:30	AOCB		00:30
21:00	CLOSE		00:01
	Items for Next Agenda		

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	presence when the time is right Youth added, now update to include Breeze and Development Rides			Youth element closed. Breeze element ongoing.
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180904_06	Get commemorative jersey for Anna Flynn, on becoming British Champ	PD	30/09/18	OnGoing
181002_01	Write role specification for Women's Officer	OO	31/10/18	DONE
181002_02	Purchase Trophies for both Pippa and Ben memorial races	JM	31/10/18	DONE
181002_03	Speak to Ben's parents regarding the finer details of the donation they suggested making	PD	31/10/18	DONE
181002_07	Committee agreed that Ross can do what he believes is necessary and so follow up on documented concerns regarding coaching qualifications (for info James does have PVG and First Aid)	RH	31/10/18	DONE
181002_09	Speak to Junior Race team 'management' raising and addressing concerns expressed regarding breakdown in communication between them and the youth/junior officer, spend management and other issues raised	RH, DC, PD	31/10/18	DONE
181002_11	Follow up on Summer Halls communication regarding using it as a regular venue. Find out what they are offering and what they expect in return	JM	31/10/18	DONE

181002_13	Follow up on Jack Kane centre cycle facility question over management	PD	31/10/18	DROP
181105_01	Engage with Phil on update the Breeze links to BBC website.	DC	30/11/18	c/f
181105_02	Circulate 12 month forward plan	PD	30/11/18	DONE
181105_03	Action on Oonagh and the future women's officer to revise the role description, broadening scope and removing specific content	OO/AP	30/11/18	New
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181105_05	Ross to investigate the feasibility of the CTC affiliation for the Race Team and pass findings on to the new coaching convenor	RH/JP	30/11/18	c/f - Changed to JP
181105_06	Discuss the value in the proposition with Euan before committing to the partnership	RB/GJ	30/11/18	DROP
181105_07	Rob to share the WLCC contact with Steven to arrange payment	RB	30/11/18	DONE
181105_08	Request a website demo from Martyn at the AGM	PD/GJ	11/11/18	DONE
181105_09	Ross to explore possible successors for Coaching Convenor role	RH	11/11/18	DONE
181105_10	Include a mention of ride leader/organiser Roger Hassall in his AGM update	GJ	11/11/18	DONE
181105_11	Engage with Ken Talbot on details for appearance as guest speaker at club dinner	PD	31/12/18	OnGoing
181204_01	Retrieve original, old and archived content from old web site from Ken Russel	MMcW	31/12/18	New
181204_02	Section Leads to review website text/content and determine what should be kept, dropped or added	ALL	31/12/18	New
181204_03	Perform an overall/general review of web site content	GJ	31/12/18	New

181204_04	Set up administrative logins for committee members on new Web Site	MMcW	15/12/18	New
181204_05	Set up group level privileges for web site management/administration and content add, edit, remove, e.g. administrator group, New Poster group, etc	MMcW	15/12/18	New
181204_06	Discuss and agree youth and junior content and access requirements with Youth Race team	DC	31/12/18	New
181204_07	Set up a page for MidWeek Time Trial results, etc	EM	31/12/18	New
181204_08	Discuss concerns regarding setting up new kit order Goodson race team	MMcW	8/12/18	New
181204_09	Write letter/email to SC/BC regarding concerns over strict rules surrounding use of registered club kit (i.e. that this goes against the goal of encouraging participation)	PD	31/12/18	New
181204_10	Speak to Victoria regarding confirmation and booking for club dinner date/venue	SB	31/12/18	New
181204_11	Confirm availability for Red Chilli bikes to set up a small preview area/presentation at the dinner	SB	31/12/18	New
181204_12	Split out Development Officer funding/costs on accounts	SK	31/12/18	New
181204_13	Publish the amounts for section leads, since it was agreed to roll over budget amounts from 2018	SK	31/12/18	New
181204_14	Finalise audited accounts from 2017/18 period	SK	31/12/18	New
181204_15	Speak to youth team to ensure summary of their accounts are passed to Darina	DC	31/12/18	New
181204_16	Separate out account categories for Juniors and Junior Race Team	DC/SK	31/12/18	New
181204_17	Follow up on set up of gifts for volunteers	EM	31/12/18	New
181204_18	Contact Paul Zarb regarding	AP	31/12/18	New

	role/remit of Women's officer			
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Things Presented & Agreed The minute taker at the meeting updates this section after the meeting with the Things Presented & Agreed at the meeting

BS First Aid Requirements:

Short discussion on BCs updated requirements for first aid provision during races. Whilst this is possibly workable for road races, it is wholly unworkable for time trials. Will lead to a requirement for race risk assessments to include updates for new requirements.

Since SC are already discussing with BC it was decided to hold off any immediate action until the requirement is fully finalised and in the meantime race organisers will continue as before.

Action: RB & OO to review what local/regional First Responder Groups might be able to offer (in lieu of BCs updated first aid requirements)

Action: RB to check BCs response to Julie Rourke regarding first aid requirements

Club Dinner:

Date, speaker and menu options were discussed. Committee awards were discussed and agreed. Confirmation of sponsors/VIPs that accepted invites. Agreed no top table, but rather have VIPs accompanied by designated committee members where appropriate. Confirmation of timings/running order and provision for Red Chilli bikes.

Action: PD to retrieve trophies (and certificates) from Jonny and also have them engraved

Action: SB to write to Steve C regarding possibility of donating wheels for raffle

Action: SB speak to Victoria regarding finalising menu, and also confirming fee for the speaker

Action: EM/ALL to confirm other raffle prizes from sponsors, club stock or other sources

AOCB:

Darina suggested a fund raising bake sale to be held during the Ben Forsyth memorial race.

Action: DC to organise the bake sale

Annelie brought up the idea of a women's group email address so that she can target the group as a whole to canvass opinions/open up a forum. **Action: GJ** to set up women's group to be used by Annelie

Annelie asked if we have document templates and if so where could she find them. It was agreed that although we have standard letter heads available, a suite of templates for different media would be very useful. **Action: GJ** to speak to Chris Allen regarding design and availability of Graphic Design Templates

In light of Jonny stepping down from role of secretary, we need to find someone to fill this key committee position. **Action: RB and EM** to speak to Steve Canney and the 'Thursday Group' respectively regarding the almost to become vacant post of club secretary

Actions The minute taker at the meeting updates this section after the meeting with actions from the meeting

RB & OO to review what local/regional First Responder Groups might be able to offer (in lieu of BCs updated first aid requirements)

RB to check BCs response to Julie Rourke regarding first aid requirements

PD to retrieve trophies (and certificates) from Jonny and also have them engraved

SB to write to Steve C regarding possibility of donating wheels for raffle

SB speak to Victoria regarding finalising menu, and also confirming fee for the speaker

EM/ALL to confirm other raffle prizes from sponsors, club stock or other sources

DC to organise the bake sale

RB and EM to speak to Steve Canney and the 'Thursday Group' respectively regarding the almost to become vacant post of club secretary

SB to confirm whether Ken was notified that he had been awarded life membership for service rendered (at the AGM)

GJ to set up women's group to be used by Annelie

GJ to speak to Chris Allen regarding design and availability of Graphic Design Templates

PD to follow up on the printing of additional club banners

Section Reports Each section to be updated by the Committee representative of that function for events that have happened in the month prior to the meeting. These should be completed prior to the meeting in time for other committee reps to read before the meeting

President

- Youth race team will add content to our new website.
- Issued goals to Simon Fagan, DCI coach.
- Not finalised social programme for 2019

Vice President

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Secretary

- Organiser required for Lothian Flyer RR 21st July 2019. (Event registration now due on BC online system.)
- Jason Fogarty has promised to produce league table for 2018 Saltire 10 TT Series this week.
- **Rob, Graham, Darina** and **Oonagh** I need section award winners ASAP. For a list of last year's awards and prizes see - <http://beta.edinburghrc.co.uk/about/club-awards/2017>
- New ERC website - I've added pages for committee, committee roles, roll of honour, constitution and have updated the Club Promotions page with 2019 events and dates.
- BC Medical Guidance Update - new guidelines issued by BC just before Christmas holiday would require a large increase in the number of first aiders at TTs. I've uploaded the document to our ERC Committee 2019 Google Docs folder - BC medical Guidance Document.pdf. Email from SC's Sarah MacIntyre 14/12/18 states "I'm not supposed to be on my emails but will be picking up with BC as a matter of urgency in January. I got the document the same day as I sent it to you and I have provided initial feedback, which has also allowed me to negotiate a review of the TT provision in 2019."
- 17/12/18 Organisation Nomination Required: A State Street employee wants to register a charitable donation/grant with your organization, and request a match through the employee giving programs. (More info required from Simon Bullock.)
- I've accepted Oliver Brookes offer to supply framed certificates for ERC prize giving as per last year. Deadline for getting names of award winners to Oliver is 14th February. "I'm thinking the same frames as last year, is there a treasurer contact? Is the date ok? I was thinking I could put up some pics on display in the foyer, do you think that would be ok?"
- Club affiliation to Cycling UK now due - £77.50.
- Regional secretaries meeting - 15 January SportsScotland, Redheughs Rigg Edinburgh
"Hi Guys
I proposed a Regional meeting for earlier this month which received 10 notes of apology and no attendants on the evening. So plan is to hold a meeting on 15 January to plan year ahead. I am hoping we can appoint a Chair for the committee and agree meeting dates for the year ahead. Am thinking 3 maximum of 4 meetings.
For the guys in the Borders we can replicate the topics at The Borders Cycling Development Group to save a journey.
Have a good xmas.
Paul"

Draft agenda

Venue: Scotland Scotland Offices, 1 Redheughs Rigg, Edinburgh EH12 9DQ

Date: Tuesday 15th January 2019

Time: 19:00 - 21:00

1. Introductions, apologies and election of meeting Chairman
2. Update Regional competitions for 2019 and Series regulations
 - a. Mens Road
 - b. Womens Road/Crit (Morag Lamont Youth and Womans co-ordinator)
 - c. Youths - Road – Leader jerseys have been ordered for 2019
 - d. Youths – dirt series (combined CX, MTB, Downhill)
 - e. Adults East and Central Regional MTB championship event?
 - i. Suggest Elliot Campbell Memorial Mountain TT
3. Regional Club Equipment - see appendix for provisional kit order – Anything else?
4. Youth Tour of Scotland
 - a. Update – Selection process
5. Regional Training requirements
 - a. First Aid courses, Child Protection courses,
 - b. My Laps Training - 22 January 2019
 - c. Time Keepers Course will be held in Hawick on 2nd March 2019
 - d. Any other requirements?
6. Potential Regional Facilities - Update on the Velodrome and the West Lothian Cycle Circuit
7. Regional Funds - Update from RDO
8. Meeting schedule for 2019 15 January, 14 May, 10 September

Appendix

Regional Club Equipment - known Requirements

Edinburgh Borders

DOT cyclists Triangle warning Signs with info panel – ‘Warning Cyclists’ 10 10

Direction Arrows 3’ x 2’ 6 10

Signage text only ‘Caution Cycle event’ 6

Signage ‘1km to go’ 2

Safety pins Box x 1000 (30mm) 1

Generic DOT hazard signage 4 4

Crash pads for MTB/CX events

MTB Numbers

- Regional Team Selection Guidelines for YToS 2019 forwarded to Darina and Peter Ellen.
- CTT December 2018 newsletter online - <https://www.cyclingtimetrials.org.uk/documents/index/newsletters>
- ERC endorsed John Archibald’s nomination to the board of CTT Scotland District
- “Dear Edinburgh Road Club

Hi All Thanks for the replies on the voting preferences for the 2018 AGM. From the returns from the clubs your delegates from Scotland District will be voting FOR all the proposals in the Agenda.

Best regards Bill McMillan Secretary” (These proposals didn’t go through at CTT AGM but the voting was closer than previously.)

Membership Services

- Membership currently at 673
- Spring training camp has only had 7 people register so far. I will send out a reminder later in the month so I have a better idea of actual numbers
- Yoga for cyclists classes look like they will be cost neutral. The final block starts 9 Jan

Treasurer

-

MTB

-

RTTT

-

Coaching

- A good month for coaching course sign ups following the release of the Scottish Cycling

2019 course list -

- Sean McDonald Level 2 Bike coach
- Eric Easton Level 2 Bike coach
- Simon Fagan Level 2 Road DSU
- Ross Hunter Level 2 CX DSU
- and our president Level 2 Road DSU

Youth

-

Multisport

-

Women's Officer

I have provided an updated job description for the women's officer role and have passed it around the committee for comments. Phil suggested a few changes to the format which is more in line with the rest of the committee job descriptions and I am including a copy here for you all to see:

Women's Officer:

In a world where cycling can be male dominated, there is an opportunity to expand the reach and introduce new and refreshing ideas. The role of the women's officer has been created to help the club highlight the women friendly aspects of the ERC in the spirit of equality and in recognition of the different genders' needs.

The role of the ERC Women's Officer is to represent the needs of current and prospective female membership across the club's disciplines with a view to equalising participation between genders.

More specifically, the Women's Officer will:

- *Represent women members through the committee, in development activities and within all club disciplines.*
- *Liaise with national and other relevant bodies and represent the interests of women members.*
- *Encourage and support women and girl members in the club to partake in events and races.*
- *Examine gender statistics to check progress towards equality.*
- *Act as a point of reference for any member of the club to approach about issues related to women or gender identity.*

Additionally, I have emailed Darina and Paul Zarb to arrange meetings to find of collaborating. It has been the Christmas holidays, so I am sure I will hear back from Paul in the coming days and I will also meet Darina in person at tonight's meeting.

I have met up with Simon Fagan to explore ways of getting involved in the youth side of the club and I will be attending the Linlithgow Cross Go-Ride racing event on the 27th of Jan to introduce myself to do some networking.

AOCB

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