



BucksMTB AGM Minutes January 2011

AGM held on: 29th January 2011

AGM held at: The Plough, Tring Road, Aylesbury

Present: Scott Camber, Kris Lyon, Mark Baines, Mike Dalton, Aimee Mortlock, Aimee Gibson

BucksMTB Club Discussions:

Selection of Officers:

Chairman -	Scott Camber
Secretary -	Mike Dalton
Treasurer -	Mark Baines
Events Liaison Officer -	Kris Lyon

General Business:

Visitor Numbers: Still improving, 300% up since 2004. 15-20% increase per month. Monthly visitor numbers related to events.

Webspace: Lots of. 750mb or 2000mb used.

Bandwidth: Plenty, nowhere near maximum monthly limit.

GPS/Trail Guides: TBC. Kris to look into.

Facebook: Positive numbers on website. More regular activity. All staff now admins for Facebook Page

Forum: All staff now moderators. Scott to supply moderator note/guide to moderating functions on the forum. Staff members to ask if unsure of moderating functions.

Staff email: All agreed would be good idea to utilise gmail accounts. Ensure "reply to all" or "CC all".

Club Bank Account:

Type: Community club account through HSBC. No interest on account.

Online banking: Available to all staff, set up individual accounts.

Funding: BikeClub funding. Scott has sent form for funding money.

2010 Expenses Review & 2011/2012 projected costs:

Targets: Target met in terms of bike shop advert listings to match web space renewal expenses. (Well done says Aimee M!)

LBS Ads: Local bike shop ads. Tie into economic year, i.e. 01/04 etc.

Projected expenses: Need to generate approx £250.00 a year.

Membership: Committee perks question asked? Scott/Kris/Mark/Mike get life membership – this is to be added into the Club Constitution.

Expenses: Expenses incurred by staff for Club activities. Direct expenses can be claimed. Not yet able to claim for indirect costs such as mileage – may be a possibility in the future.

Fund raising ideas: Organise race event with Aston Hill. Large revenues available from events over membership fees - suggestion made by Mike. Mark run AH figures past the Committee of annual membership income Vs income from one DH race.

Money/Fundraising:

Aim: To get more LBS in LBS directory..

LBS Price Increase: Local Bike Shop directory listings - previously £10.00 or £15.00 depending on account type. Price increases 50% to £15.00 and £22.50 due to increased web space/domain fees and VAT rise.

Price increase also based on hits to website regularly improving – 75,000 web hits per month, 3000 unique individuals per month.

CTC: Club shortly to be linked via CTC Club page.

Membership fees: Will be biggest club/website income.

Club discounts: Club discounts in local shops – link to membership cards

Captain comp: Caption competition on forum. Fundraise for e.g. inner tubes for monthly winner.

Other comp: Grid ref competition. Bike magazine hides drinks bottles on "Killer Routes" with promo codes in to win gifts – could implement similar for our Group Rides? Kris to organise more details.

BikeClub Funding:

Funding: Need to get 50 young people/members through the books to meet funding aims. Ethnic minority needs promo too. Aim for two family rides also.

Club affiliation:

BikeClub: BikeClub, and CTC – lots of resources.

Setup: £25.00 setup, £50 per annum after.

BikeClub logo: BikeClub custom logo for all paperwork/promo work. Standard Blue/Yellow BikeClub logo chosen to match CTC Blue/Yellow logo. Best colour scheme to work with BucksMTB website Brown/White/Grey colour scheme.

CTC insurance: Insurance valid til 07/01/2012. cover for up to 200 riders, more than 200 need to top up/get extra insurance. Insurance covers rides for members and for general public (non members).
No more than 5 non-members on any one ride. Non-members no more than 5 rides.

Members: Liability insurance.

Disclaimer forms: Disclaimer – continue to use online. Disclaimer needs to be signed at group rides by non members. Club members will sign an annual ride disclaimer as part of membership form and membership application.

Emergency proc: Need to setup emergency procedure and paperwork for trail leaders at group rides.

Leader Qualifications and Courses:

Leader courses: Priority to Scott, Kris, Mike in that order.
Scott and Kris need initial CTC Trail Leader Qualifications, Mike can do upgrade course from his MIAS Leader qualification to CTC Trail Leader Qualification.

Ass. Leader Qual: 2 Assistant Leader Qualifications included in club funding for 2 under 18 local riders.

Mike: Interested in next level Trail Leader also – leader qualification for Mountainous areas etc

Club Constitution:

Review of CC: No noted complaints, suggestions or amendments put forward for the proposed Club Constitution. All Executive Committee members to view CC and feedback any suggestions or amendments.

Club Child Protection Policy:

CPP: Child Protection Policy. Existing policy needs to be rewritten in regard to Club status. CPP must be produced and adhered to.

Links: Link Club to outside agencies.

Data: Create central location for records of concern. Make electronic back ups and distribute between Executive Committee members as required.

Data validity: All data, i.e. group ride forms and disclaimers need to be kept for 5 years. Log everything just incase.

CRB: CRB checks to be completed. CRB checks funded by BikeClub funding.

Club Risk Assessment:

Initial RA: Mark to produce.

Ratio: Ratio of 1:8 recommended between volunteers and CTC leaders. Utilisation who need rides/riding hours to assist? Enquire with Ian Warby CTC.

Experience: Clarify experience – Mike suggested checklist to identify level or rider on registration – adapt rides accordingly.

Group Rides:

Frequency: to be ran as 1 per calendar month as previously arranged. Any extra rides/events to be labelled "extra" or "bonus" events.

Dates: Plan ahead as far as possible. Prefer to have 3 months worth of dates published online.

Location: Alternate between home and away locations as previously arranged.

Riders:visiting riders 3 rides max, to be stated on pre-registration form. Max 3 rides per non member due insurance. Max 3 rides non member then has to become a club member. Buffer included.

Register: use standard group disclaimer forms for group rides. For each Bike club ride/session create a session register – group rides complete single form. Can post date for records. *All paperwork needs to be kept for 5 years*

Youth/Family/Female rides:

Youth: need to provide youth specific events/rides. Aim for 2 to 4 for 2011. need to get 50 registered young people ideally to meet targets for BikeClub.

Ideas: School visits for assemblies or PE class, Spring/Summer term School holiday courses, tech courses, road side safety courses.

Youth groups: Mike to work on local Youth groups to organise youth events.

Family: Try to combine with current group rides and/or youth orientated rides.

Girls day: girl only ride. Aimee and Helen to lead? Nearer time work out if male leaders to attend. Aim to have at least one female leader to attend with male leader if required.

Other Events:

Other: Ideas include Evans MK shop rides combined with BucksMTB Club rides. Need to put together proposal for Evans.

GM: General meeting. To be discussed in more details at another General Meeting – this meeting to be arranged by email for February 2011.

Membership:

What to offer? Club membership, what to offer and include – Scott promotes list of findings from research from other Clubs. Puts across suggestion of what to offer, agreed by Committee.

Forum/Web: Offer member only area of forum – requires a password for access. Can post all member only notices for viewing.

Member cards: membership cards. Cards as per British Cycling – printed, cut out, sign, attached passport photo, put in self laminate pouch.

Gifts: Ideas for membership welcome gift. Inner tube or water bottle.
CTC able to supply water bottles?

Stickers: To organise.

Validity: membership decided through period 1st March to 28th Feb. 12 months available and 6 months available (1st Sept to 28th Feb) – half rate for 6 month period. No discounts in between.

Types: Membership types. Senior and Junior (U16s).

Prices: 12 months Senior £20.00 / 6 months Senior £12.00
12 months Junior £10.00 / 6 months Junior £6.00

Card: membership cards to be printed in house and to utilise self laminating style pouches (as per British Cycling membership cards).

Membership card to contain:

- name
- membership no.
- passport style photo (supplied by member)
- membership validity
- logo
- membership type – SNR or JNR
- signature
- club contacts (logo, web, email)
- BikeClub/CTC logos (small) to be included on reverse)
- disclaimer to be included on application form

Source: Source self laminate pouches.

Costs: costs of membership card production and postage can be claimed back through the club.

How? Card received by post along with welcome letter and certificate of membership.

Goodies: Welcome gift/goody bag to be received at 1st ride on production of membership card as to avoid large postage costs and delivery issues (packages too big for letter box etc).

Public: forms to be made public online.

Forms: to be PDF format, printed, signed and returned direct to the Secretary (Mike).

Club:

Club Page: Club page to be added online include info, how to join, downloadable info (forms, AGM minutes etc), prices, club benefits, contact details, dates etc.

Web: web layout to alter – see Scott's notes. 8 buttons online to become 10 to incorporate "Club" page button.

Logo: stick to existing brown/cog logo but remove downhill helmet. Change "MTB" to all block ransom note style font. "MTB" to be in reverse colour scheme – to be white not brown. "B" of "MTB" to be different font than "B" at start of "Bucks"

Any other business?

Answer: None. New agenda to be established for General meeting in Feb 2011.

...Meeting concluded at 11.35pm...