

## Kinross Cycling Club Committee Meeting

14<sup>th</sup> Sep 2017

Loch Leven Community Campus

- 1. Present:** Jane Timperley (Co-Chair); Kathryn Baker (Secretary & Minutes); Carolanne Cappie (Co-Chair); Graham Millar; Stewart Wilson; David Haining; Kyle Strachan; Jeff Wall; Paul Zarb; John Myerscough;  
**Apologies:** Ann Malcolm (Treasurer); Paul Maddocks; Veronica Duncan; Anne White; James White

- 2.** Minute of previous meeting (27<sup>th</sup> June 2017) was approved. Matters Arising from action note:

Action note June 2017: Agenda/minute item number	Who	Update
2. Actions carried over from May meeting <ul style="list-style-type: none"> <li>Tidying/ re-organisation of Club container</li> <li>Rider of the Year (ROTY) It was suggested to pass this to Anne W to progress. Anne will be approached to see if she is willing to do this.</li> <li>Coaching/ ride leader training</li> </ul>	<p><b>John, Jane &amp; Paul</b></p> <p><b>Anne W/ Graham</b></p> <p><b>Kyle</b></p>	<p>This has been completed</p> <p>Graham to update at meeting. Survey tool is still useable 2 sessions have been run</p>
3. Ann M is to be provided admin rights for Entry Central to enable clarity about payment coming from this source	<b>Graham</b>	On-going
4. Sport Hub meeting – Paul Z to attend meeting to represent KCC	<b>Paul Z</b>	Completed. Paul Z to feedback at Sept meeting
6. Website - <ul style="list-style-type: none"> <li>Club Constitution: Graham is currently updating the club constitution. Layout – the committee liked the layout proposed and agreed to Graham to proceed</li> <li>Club Kit – Kyle to update spreadsheet</li> </ul>	<p><b>Graham</b></p> <p><b>Kyle</b></p>	<p>This is to be carried forward to Dec, with an opportunity for comments in Jan and a view to finalising this for the Feb committee meeting</p>

In addition the following criteria for free or discounted kit was approved by the committee:

***Junior members qualify for a free jersey if they are competing and representing the club. Senior members are entitled to kit to the value of £70 if the following criteria are met***

- ✓ ***they have completed 6 competitive events which require the wearing of club kit in order to participate e.g. open time trials, road and CX races)***
- ✓ ***they are first claim KCC members and have participated in club kit, clearly representing KCC***
- ✓ ***the 6 eligible events are to be completed within the 12 month period running from club AGM to club AGM***

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| <b>3.</b> Finance Update – no update available as Ann M has been on holiday  | <b>To be carried forward to November meeting</b> |
| <b>4.</b> Sportive update – plans underway for the Sportive 2018, with all tasks on track. There have been 6 member sign ups to date. Agreement reached that this should be promoted again on through social media. Efforts have been made to get the message out that |  |

<p>should create their Entry Central account ahead of the launch date/time to avoid overloading the Entry Central (EC) server. This year participants will be able to amend their route choice themselves online via their EC account thus saving volunteer resource and time on the morning of the event. There are 10 volunteers signed up. Volunteers must sign on as part of the risk register process. Kyle has offered mechanical support again for 2018. First Aid provider options are being explored. It was suggested that volunteer marshals should carry foil blankets.</p>	
<p>5. Committee members responsibilities: It was agreed that updates would be included as a standing agenda item for each area of responsibility of the committee. This includes the following –</p> <ul style="list-style-type: none"> <li>• Membership – membership is sitting at 152</li> <li>• Volunteering – Morag Bruce and Paul Z are to link with Paul to secure volunteers for the CX race on 19<sup>th</sup> November</li> <li>• Kit management – Kyle and David to look at the cost of club kit and bring a proposal back to the next meeting</li> <li>• Newsletter</li> <li>• GP series</li> <li>• Club runs</li> <li>• Social Activities</li> </ul>	<p><b>David – request volunteers for CX event</b></p> <p><b>Kyle/David</b></p>
<p>6. Sports Hub – Paul Z attended the last meeting. The Hub are keen for clubs to run events, but it was noted the KCC does not have a clubhouse/base from which to do this. Capacity to run more events than currently committed would be an issue. There is scope to link with Perth College (UHI) to host a student placement, Paul Z to attend an information event at the College to find out more information</p>	<p><b>Paul Z</b></p>
<p>7. Awards/ROTY – The Awards night is 18<sup>th</sup> November at the same venue as last year, the Grouse and Claret. A guest speaker has been booked. Agreement was reached to offer the guest speaker a donation for their charity of choice, award some club kit and present a small gift/token of appreciation. 50 tickets will be available at a cost of £35 per ticket. There will be a limit of 2 tickets per person. It was agreed to leave the format of the night as it was for 2017, as this worked well. In addition to the 2017 award categories it was agreed to give a 'Lifetime Achievement' award. There was an appetite to acknowledge volunteering and this will be considered alongside the Chair's decision on granting the 'Dedication' Award. Further discussion on how the club acknowledges volunteering to be discussed at next meeting.</p>	<p><b>All Committee Members</b></p>
<p>8. Website Update</p> <ul style="list-style-type: none"> <li>• ROTY – Graham will circulate the survey for this this from 8<sup>th</sup> -22<sup>nd</sup> October</li> <li>• Entry Central – in hand, it looks like the treasurer may already have access to EC</li> <li>• Constitution – will be drafted by Dec for consultation in Jan 2018</li> </ul>	
<p>9. Skills &amp; CX Development – it was agreed that Kyle could offer coaching as a private enterprise through the club communication</p>	<p><b>Kyle</b></p>

<p>channels. Agreement was reached that the club will also book Kyle to run some KCC training sessions for members. Kyle will identify some dates for these.</p> <p>Winter Fitness sessions will commence 5<sup>th</sup> October, running from 7.30pm in Kinross. 2 x 1hr sessions (bar fit/circuits) will cost £3 for club members</p>	
<p><b>10.</b> Cycling for Older People – Jane to contact Pierrett Melville for further information on what she is looking for. It was suggested that the Sat Social Ride may meet this need</p>	<p><b>Jane</b></p>
<p><b>11. Events 2018</b></p> <ul style="list-style-type: none"> <li>the following FCA events have been agreed at the FCA date setting meeting: Loch Leven 17.05.18; Freuchie 06.06.18; Cleish Hill Climb 22.08.18.</li> <li>Kinross Sportive 28.04.18</li> <li>Fixie TT 09.08.18</li> <li>Paul Z has agreed to organise a Crit at the Lochgelly Track, date tbc</li> <li>Road Race – date tbc</li> <li>Club GP Series 2018</li> </ul> <p>There was some concern around the pressure this places on club members to volunteer and an acknowledgement that it is often the same small pool of individuals doing this. It was confirmed that within the FCA events KCC was not contributing more than any other club. Further discussion ensued around the process of agreeing KCC commitment to events, particularly external events. Agreement was reached to use 2018 to review the burden of events on club members/volunteers with the topic to be revisited at a Committee meeting mid 2018.</p> <p>FCA have arranged for each affiliated member to have a place on a forthcoming TT Commissionaire training. Jane has agreed to attend. There is also scope to have someone trained as a BC timekeeper.</p>	
<p><b>12.</b> Proposal re KCC run events (papers submitted prior to meeting for consideration)</p> <p>John M presented the key points from the paper he had prepared. These included concern that there was no clearly recorded process for organising events and that the calendar of events for KCC should come before the full committee for approval. There was significant discussion around these issues, with agreement that good governance was generally in place and aligned with BC protocols and procedures. It was noted that there was not KCC specific 'handbook' however the BC written guidelines are available to all event organisers. It was felt that new events do come to the committee for approval as part of the general business of committee meetings. There was acknowledgement that it may be of benefit to tighten up some of the formalities around managing events and reporting to the committee before and after the event itself.</p>	
<p><b>13. AOCB</b></p> <ul style="list-style-type: none"> <li>FCA affiliation – this was raised at the FCA AGM with a decision needed regarding whether to continue with SC/BC</li> </ul>	

<p>affiliation or move to CTT. The committee felt that the best option was to remain with SC/BC</p> <ul style="list-style-type: none"> <li>• Cross Tay Road Link Consultation – there has been a request for a named club link for liaison around the consultation process. Kathryn agreed to do this.</li> </ul>	Kathryn
14. DONM – Wed 1 <sup>st</sup> November 2018, venue tbc	