

CCA Committee Meeting Minutes 6th Nov 2020 (via Zoom)

Attendees: Emma Koppe, David Jones, Will Smith, Mark Constable, Matt Scales, Dan Hall, Pete Daniels, Dave Hadsley, Martin Lawless, Andy Nunn

AGM minutes from 15th June 2020 were agreed by all.

No outstanding actions.

COVID-19 update:

- England entered 2nd national lockdown on 5th Nov 2020
- Website has been updated to reflect current guidance which includes no club organised group rides/activities until 2nd Dec
- **@ Emma** to post on forum with updated guidance, reminder to check website for updates but to also encourage people to keep cycling individually and to promote virtual rides/Zwift/Turbo
- Club CX championships and Muddy Monsters that were scheduled in Dec have been cancelled. May be re-arranged in Dec but will await further Government updates.
- Agreed to save the date for xmas social ride and will review after 2nd Dec. **@Martin and/or Matt** to post 'save the date' on Forum: **Fri 18th Dec.**

Club Secretary Role:

- Position currently vacant after Jess Lievesley stood down in Oct.
- **@Emma** to post opportunity on Forum along with role spec and encourage applications
- All committee members to reach out to people they think may be interested including parents of youth members. Also to be posted on CCA youth Facebook page **@Dan**
- In the interim **@Pete** will field secretary emails

Communications:

Marketing:

- Want to try and capitalise on boom in cycling post lockdown number 1
- Short term focus on passive marketing – offer cycling hints/tips, mapped routes etc to the wider community from CCA website to the wider community via local Facebook groups.
- **@Emma** to put together a biweekly rota. Each committee member is responsible for putting a community piece together during their 2 week slot for posting on website. In turn this website link to be put on forum and each committee member to share on social media in their communities i.e. Royston (Matt), Baldock (Emma), Ashwell (Dan), Guilden (Martin), Letchworth (MC, Will, Dave) and anywhere else appropriate.
- By taking 1 turn each, it reduces load for each of us but will also offer diversity depending on our areas of interest/specialism i.e. gravel, virtual, bike cleaning, winter routes, xmas gift ideas, 2nd hand bike tips, maintenance etc

Committee:

- Discussion around the use of email for communication between the committee especially for decision making and various discussions. Email more suited to communicating dates, minutes etc not decision making
- Too much email traffic and feeling of pressure to respond etc

- All agreed to think about this before writing an email – is it appropriate to have a quick Zoom call (or similar) instead to give the context? In agreement that not everyone is required on call but should try and aim for ‘pop up’ conversations to address topic in real time.
- Agreement to also try ‘stand up’ monthly committee chats going forward – max 30 mins so that we are upto date, in contact more regularly and can address 1 particular topic in depth.
- First ‘stand up meeting’ Fri 4th Dec @7pm – post lockdown guidelines & xmas social

Chris Schwick Liaison:

- Owns Smallgains land (grass track) and has leased it to us for 25 years
- As a committee we do not have many interactions with him – should we look to invite to Grasstrack events, annual xmas gift etc?
- @Dan to reach out to Tennis club to understand their relationship with him
- @MC to reach out to Geoff to be introduced to Chris and initiate committee contact/liaison
- @Martin to retrieve legal lease document and ensure appropriate signatures

Finances:

- Financial position improved in July post Covid
- By the end of the year the bank account will be in profit by approx £1700
- Majority of income has been generated from coaching and this has also been coupled with an increase in youth membership
- Money has been saved on grass track maintenance – minimal program in place
- New system to capture and track coaching and kit fees
- Considerations for 2021 include
 - 1) the level of grasstrack maintenance required (a small focussed group to discuss this)
 - 2) hire of Guilden Morden village hall for TT’s (have to pay in advance)
 - 3) purchase of an ecotoilet for the grasstrack (no grants available for this year). If we went ahead with toilet then it would payback over 4 years
 - 4) Website costs approx. £750/year

Club Trophies and annual social/prizegiving:

- Number of trophies given out annually since 2018 has increased significantly – largely due to number of youth and grasstrack categories. This makes the admin/spreadsheet side of things increasingly more difficult to manage and also leads to an increase in cost.
- Trophies awarded this year will be reduced due to fewer events taking place during Covid restrictions. Going forward the committee discussed value in awarding positions 1 to 3 vs just 1st place in every category and this will be picked up again in 2021.
- Extra help required in managing the spreadsheet and tracking recipients across adult and youth @Pete will step in to help Martin to do this.
- Discussed the annual prizegiving and it was decided that after integrating the adult and youth for the last couple of years it will be beneficial to switch back to separate events. This will promote engagement and attendance at the Youth one as the activity and timing is likely to be more appealing.
- The annual event normally takes place in Feb and therefore discussions will take place again post current Covid lockdown to assess the likelihood of this or some ‘virtual alternative’, prize

announcements. Either way it was decided that going forward the annual event should be organised by the committee collectively and not by 1 single person (Martin).

TT:

- The club TT events were affected by Covid, however 4 events were able to take place in Aug 2020 including 2 on the new Wrestlingworth out and back course.
- Based on feedback from these events we discussed potential alterations to the start and finish lines to aid timekeeping, reduce crowds outside houses or on junctions. It was decided to continue next year without course alterations but to pro-actively continue informing nearby residents of event nights, marshalling the Wrestlingworth junction and DQ'ing if cross white line and having people park in the village and not at the junction or on the course.

CX:

- 3 events have been held in 2020 so far and were welcomed by club members during the current pandemic.
- British Cycling officials were appreciative of the work put in by the club to run these events and to come up with a format that was successful and further used as template for the rest of the season by other clubs/organisations.
- There are no league races this year but instead standalone events and currently the season is looking to be extended into Feb/March (instead of ending in Jan).
- The club received a complaint regarding access to Smallgains more specifically relating to the house and garden at the bottom of the lane. This was addressed with the resident in real time and was a result of a football event occurring at the same time.
- Going forward a number of steps have been implemented to ensure that there is not a repeat which include CCA and the football club liaising on their respective event dates, marshals on the access road, reminding attendees to drive carefully and the provision of tape and stakes around the lawn if required. The resident is happy with this.

Kit:

- At the start of the year there was a big push on kit sales from stock (March) and this cleared everything out.
- A new kit order is currently in and is expected to arrive mid Jan 2021.
- The only items that will be kept in stock going forward are bib shorts and jerseys – all other items will be individual orders/requests.

Membership:

- We had 139 members as of June 2020 (AGM) which has since increased to 191 post Covid lockdown 1.
- The majority of this increase was youth re-joining on resumption of youth and coaching activities.
- We have a strong 2nd claim contingent who participate in the TT's and interclub events.

Women's cycling: No representative to update

Youth: No representative to update

AOB

- The Primavera road race was cancelled in 2020 and has provisionally been rescheduled for bank holiday Monday in April/May 2021. However, depending upon restrictions still in place it may be better to postpone to even later in the year if it means that it can resemble a similar to format to what it usually is.
- James McKenzie dropped off the cycle race signs since he has now stepped down from TT organisation.
- @Andy is looking to collate the club TT records and is currently gathering this information and is looking to populate the website with this info.
- As a club we are in need of a file storage area for things like the trophy spreadsheet, club records, risk assessments, documents. @MC will explore whether this is something that can be set up alongside the website or is a google drive or similar more appropriate.

Next meeting: 'stand up meeting' Fri 4th Dec @7pm