

## Minutes of a Meeting of the WNBR London Collective

Held at the Royal Festival Hall, 19:30 Thursday 15 March 2018.

(Action items in *red*)

**Present:** Barbara, Cy, Harvey, Pawel, Rob, Simon

**Apologies:** Ian, John

### Meeting dates:

Reminder: meetings will follow the usual pattern of the third Thursday of the month at 19:30 at RFH (unless otherwise agreed):

1. Thursday 18 January 2018 19:30 at Royal Festival Hall
2. Thursday 15 February 2018 19:30 at Royal Festival Hall
3. Thursday 15 March 2018 19:30 at Royal Festival Hall
4. Thursday 19 April 2018 19:30 at Royal Festival Hall
5. Thursday 17 May 2018 19:30 at Royal Festival Hall
6. Test Ride (2 June 2018 tbc)
7. Pre-ride finalisation (7 June 2018 tbc)
8. Post-ride review (tbc)

### Slack

Not all members are using the "Slack" collaboration tool. We should try to get everyone using it instead of multiple emails copied to everyone. Harvey had a problem with the virus checker not liking it.

### Liaison with the authorities

Ian had not yet contacted the police and is currently unwell. Simon volunteered to pick up the police liaison work. Rob will continue to look at the Royal Parks.

We are ready to transfer the ALO-London email address from Kiran and Paul to a shared mailbox for Ian, Simon and Rob.

**Action:** Cy to get the ALO-London mailbox configured.

**Action:** Simon to get police submission progressed ASAP.

### Insurance / Bike Week registration

Bike Week registrations are not yet open for 2018. Harvey thinks this happens in April. We believe it will provide public liability insurance.

### Start points and leaders

The collective has not heard from Derek for two meetings which casts doubt on whether he still wishes to lead a West Norwood ride. If not, we will cancel that ride.

**Action:** Rob to contact Derek to enquire about his wishes.

Be aware that Rob is moving to Berlin in May, but will return to help with the ride.

To summarise, the currently planned starts, leaders and primary marshals are:

<b>Clapham Junction</b>	Mike	Celia	Harriet
<b>Hyde Park</b>	Luigi	Simon	John
<b>Kew Bridge</b>	Ian	(ano)	
<b>Regents Park</b>	Harvey	Rob	Alexia
<b>Tower Hill</b>	Natasha	Esther	Cy
<b>West Norwood</b>	Derek	Jez	

### **Bike Hire**

Rob has not made headway with bike hire and has limited time available. Simon volunteered to take up the liaison role.

**Action:** Simon to contact John and the London Bicycle Tour Company

### **First Aid training**

Harvey has organised a low-cost first aid training session. The collective agreed a preferred date of Saturday 19<sup>th</sup> May at Oakwood Sun Club, Noak Hill.

**Action:** all to identify candidates

### **Things we need to buy**

Last month we agreed the collective needs to buy more marshal armbands. Derek had previously identified a good, cheap source for these.

**Action:** Rob to establish whether Derek will be doing this and/or how to procure them

Other things we agreed we should consider buying are:

- WNBR hats for leaders and marshals
- Flags for us and for sale to riders
- Website – discussed in more detail below
- First Aid kits

### **Publicity**

We got Chris Grady to see if he could set up pre and post gatherings at the Vaults (under Waterloo Station). The Vaults were quite interested but had planned building works on our date. We should re-visit the idea next year.

Other ideas were discussed. Pawel will explore the idea with a possible venue.

**Action:** all to identify possible venues

Rob will need posters to distribute to uni locations by the next meeting. Simon confirmed he could print them. Cy will update the posters for the new website details and supply the updated pdfs.

**Action:** Cy to update posters. Simon to print them. Rob to distribute.

Rob hasn't made any headway with Improv and Vice and requested that we send them a communication via the WNBR London email address.

**Action:** Rob to confirm details; Cy to send

## Social Media

Excellent results this month – much boosted by Stephen Fry retweeting us – albeit to say he wasn't attending.

We set up an Instagram account but neither of our volunteers has been active so far.

**Action:** Rob will check with Harriet

## Website

The website is live at <http://wnbr.london>. It looks very good. We will give it a blast of publicity when the mailing program is also ready. We also have longer term plans to curate a photo gallery and some “my story” content supporting our mission. We need a small number of people who know how to edit Wordpress to be admins. Cy and Pawel can do this.

**Action:** All ride leaders need to check their start information

**Action:** Who wants to volunteer to be an admin/editor?

## Mailing List

Cy set up a circulation list of 1,233 addresses in MailChimp, along with a sign up screen and draft initial emailing. He flagged up a consideration for discussion: the free service has a limit of 2,000 names on the mailing list. If we publicise the signup we might reach that quite soon. Bernard had previously amassed over 3,500 working addresses (of which we only took ones registered in the past 5 years). If we exceed 2,000 names the MailChimp fees are quite expensive. Alternatively we might move to a different (less famous) service. The best one we spotted so far is Reachmail which would handle up to 5,000 names on their free service. We might switch when we hit the limit or start out with them instead.

The collective considered the best approach would be to start out with Reachmail instead of MailChimp.

**Action:** Cy to set up our list and mailing on Reachmail and validate that it looks like the best option.

**Action:** all to review and critique the draft text for the first emailing – latest draft is viewable at <http://link.rm0004.net/v/DXo6kqgxoPXM10NRVmS5DQ2>

## Ride-day command and control

We discussed using WhatsApp, Facebook messenger, texts, phone calls. An essential component would be a non-riding co-ordinator who can assimilate input and summarise progress plus deal with any issues.

Probably the ride leader should have a marshal to be their communicator so they can communicate without needing to stop the ride. We should experiment with some ideas. A proposed method should be tested on the test ride.

**Action:** ride leaders to think about practical options.

**Next meeting:** 7:30pm Thursday 19<sup>th</sup> April in the Royal Festival Hall – seating area by the side entrance near the statue of Nelson Mandela.