

## Minutes of a Meeting of the WNBR Planning Collective

Held at the Royal Festival Hall, 19:30 Thursday 25 May 2017.

(Action items in *red*)

**Present:** Alexia, Cy, Derek, Harvey, Ian, Luigi, Natasha, Rob, Simon

### Previous Minutes and Matters Arising:

- Seven start options defined and publicised
- FB events set up – responses are down this year – please everyone invite everybody you can
- Handout cards and posters printed
- Rob is distributing posters and cards to cycling outlets
- Media pack created, reviewed, agreed and sent out
- Social media active – best performing post so far got to 18,614 people
- LBTC bike hire arrangements in place and publicised
- Bike Week registration for overall ride and accompanying insurance in place (contact is Simon)
- Email, wiki, web, FaceBook, Twitter all functioning well
- We can borrow Brighton flags but we need to work out how to get them back in time
- Ian has circulated updated constitution for further review and approval
- Our various electronic comms channels (email, FaceBook, Twitter, Yahoo) now have more admins or users for contingency. **Action: Still to do – yahoo groups (John).**
- A landing page for acknowledging donations via PayPal would be difficult on wnbr.org.uk. We should look at using the global site or wiki.

### Routes:

Start points all have intended routes and draft start times defined. We expect to converge at Westminster Bridge, after which we expect to follow a typical route – ie York Rd, Waterloo Bridge, Aldwych, Royal Courts, Chancery Ln, LIF, Gt Queen St, Bow St, Tavistock St (South of Covent Garden), Henrietta St, Bedford St (southbound), Chandos Place, Charing X Rd, Trafalgar Sq, The Mall, Constitution Hill. As of today, Westminster Bridge is clear but roadworks affect the entrance to Forum Magnum – so we will not use it this year.

All routes and timings will be tested and reviewed on 3<sup>rd</sup> June. We should aim to converge at 15:45 on Westminster Bridge. If that is difficult, move on to Waterloo Bridge.

The test riders are empowered to make final adjustments to the planned routes and finishing arrangements at the end of the test ride.

Note that Alexia and Simon do not expect to be available for the test ride. We are also concerned whether Paul will be fit to ride again by then. We might need an alternate tester for Regents Park.

#### **Pre-ride meeting:**

The pre-ride meeting will be at RFH at 7:30pm on Thursday 8<sup>th</sup> June. Make sure you vote first! If the RFH is unavailable (being election day) we will initially gather near Nelson Mandela.

At least one rep from each start needs to be there to collect radios, seat covers, armbands etc. **Action:** Start Leaders.

#### **Radio comms:**

Derek has arranged for six pairs of handsets. They will communicate in pairs or switched onto a ride-wide channel.

Ian and Mike need to agree how KB co-ordinates with CJ.

Need to agree how radios will be collected for return after the ride. Everyone needs to take responsibility for their radios – they cost a lot of money!

We will collect and circulate mobile phone numbers for ride leaders and key marshals in case they need to contact each other through alternative means on the day (only to be circulated to those concerned.)

**Action:** Cy + start leaders.

#### **Arm bands and seat covers:**

We have not heard from John whether we have enough armbands and how he will get them to the start leaders. **Action:** John.

#### **Getting the message over**

Handout cards were handed out. All starts should have copious supplies to give to riders. More can be delivered at the test ride and pre-ride meeting. **Action:** Start leaders.

Rob has been distributing handout cards and posters. Most places are happy to take the cards but reluctant to put up posters.

We are welcome to borrow flags from Brighton, but the challenge is how to get them and return them without needing extra journeys or burning oil.

Derek wants the master graphics to make posters. **Action: Cy.**

### **External liaison**

No new info on police clearance. We need to make sure written approval is circulated. (There were problems previously when CJ did not have written evidence that the ride was approved when challenged by local police.) If we do not get any printable comms from the Police, we should generate an internal memo to all start leaders to confirm the details of the Police approval. **Action: Kiran.**

### **Donations:**

There was a lengthy debate about accepting and recognising donations. It was unanimously agreed that we can do so where requested within the terms of the constitution, which does not require any specific amendment to cover this. If we are willing to accept a donation (which may not always be the case), we should be willing to say thank you. In particular, we agreed that it would be appropriate to recognise a donation from NAG.

### **Treasurers / bank account:**

Agreed we need at least one more signatory given intermittent availability of people. Agreed Cy should be added. **Action: Derek and John to progress.**

### **Constitution:**

People were generally content with the current draft.

**Action: Ian will draft some changes:**

- to define the process for the appointment of new or additional officers and treasurers during the year (rather than only once a year).
- a note taker should always be agreed
- the constitution does not need to insist upon the appointment of a chair (although we consider it to be good practice)
- decisions should be made by consensus whenever possible, otherwise a majority vote of those present will be taken subject to a quorum

**Next meetings:**

Test ride – Saturday 3<sup>rd</sup> June at planned start locations and times, converging 3:45pm at the middle of Westminster Bridge

7:30pm Thursday 8<sup>th</sup> June (Election Day) in the Royal Festival Hall – seating area by the side entrance near the statue of Nelson Mandela.

Saturday 10<sup>th</sup> June – let's ride!