

CTT NORTH EAST DISTRICT – ANNUAL GENERAL MEETING MINUTES

Date:	Monday 9 th October 2023
Time:	19:25 pm
Venue:	West Moor Community Centre, West Moor, Newcastle upon Tyne
Attendees:	Ben Lane, GS Metro (Chair) Dawn Sherrin, GS Metro (Secretary) David Goodwin, Treasurer (Endeavour Academy) Ray Lockett, Velo Culture Sharon Dyson, Barnesbury CC Tracey Sample, Alnwick & District Triathlon Club Graeme Dawson, Gosforth RC Colin Atkinson, Muckle CC Lewis Timmins, Vector Racing Nick Wild, Tyneside Vagabonds CC Scott Walton, Tyne Tri Adele McEleer (Velo Culture) Keith Sibbald (Zeus CRT) Peter Reed (Houghton CC) Joanne Souter (Alnwick CC) Terry Wilkinson (GTR & TWRFS CC) Paul Wright (Blaydon CC) David Swainson (Derwentside CC)
Apologies:	Joanne Rea (Events Secretary); Julian MacBride; Richard Exley; Greg Charlton EMC, Durham Triathlon, VO2 Max Race Team, ProTech Velo, Cramlington CC

1. WELCOME AND INTRODUCTIONS

Ben Lane, Chair of CTT NE District Committee, welcomed everyone to the meeting, confirming we had 16 clubs represented. Ben clarified the purpose of the AGM, quorum and voting arrangements. No clubs had more than two representatives present, therefore all delegates present were able to vote. The welcome and introduction pays tribute to Ray Lockett and thanks him for his years of service, not only to the NE District but Nationally. This contribution is also referenced within the 2022 Annual Report.

RAY LUCKETT

Significant thanks to Ray for his massive contribution in serving the North East during the 30 years – he has been an asset to us, fulfilling a wide variety of roles – Committee Member, Secretary, Chair, Timekeeper, Course Measurer, supporting Risk Assessments, he has organised many events including the National Team Time Trial and he has undertaken very many years of marshal duties. Ray was awarded a CTT Gold Badge of Honour in 2013 which is the highest accolade for volunteers within CTT and I know is justifiably proud of this award. Ray will be very much missed for his contribution to the Committee and to NE time trialling but I am sure you will still see him around at your events, being kept in check and on his toes by his grand-daughter. Ray presented the medals at the National 10 Championship which was a lovely opportunity for him to say his farewells to the wider CTT time trialling community.
Thank You – Ray Lockett.

2. APOLOGIES

Where apologies have been received, they are listed.

3. MINUTES & ACTIONS FROM PREVIOUS ANNUAL GENERAL MEETING

The minutes and actions from the previous meeting (October 2022) were reviewed and agreed.

Proposed – Ray Lockett

Seconded – David Goodwin

4. DISTRICT ANNUAL REPORT 2023

The District Annual Report had been circulated to all clubs ahead of the AGM. Although the report had already been circulated to all clubs, not everyone present had a copy so the report was read through in its entirety for all present.

Proposed – Ray Lockett

Seconded – David Goodwin

At this point in the meeting a gift presentation was made to Ray as a token of our thanks for his services to CTT and timetrialling both nationally and in the NE.

5. TREASURER REPORT - BALANCE SHEET & ACCOUNTS

The Balance Sheet and Accounts for 2022/23 – high level details were shared by the District Treasurer at the meeting for all attendees to the AGM. David also explained the mechanism of the accounts and how they have been audited. Overall summary is that the accounts are in good order - points to note were:-

- income from affiliations reduced from £4k to £2k but this was because most affiliated on-line rather than going through the District account which David was encouraging to ensure that funds are directed to National vs the District Accounts
- Bank account value is only c.£80 which is good as the District should only retain a small account balance
- Audit process highlighted the need to maintain a list of assets of which NE only has one, the Projector, so whilst negligible David will set-up and retain for future reference

David had issued reminders to clubs for 2024 renewals which is already underway.

Proposed – Scott Walton

Seconded – Sharon Dyson

6. DISTRICT RISK ASSESSMENT OFFICER UPDATE

Nev Martin had resigned from the role of Risk Assessment Co-ordinator mid-2023 and Julian MacBride had kindly volunteered to pick up the RA activity for the remainder of the 2023 season. However a replacement RA Co-ordinator would be required and this will be handled under the election of officers later in the meeting. Julian's RA update was as follows:-

- created three new risk assessments, all of which (thankfully) were modifications of existing courses
 - M13S – a shortened version of the M13 used for the NE heat of the district youth champs

- M250 – a single lap of the same course used for the 100 mile and formerly the 2-lap 50 mile course
- M101 – minor update in readiness for the National 10
- All of these new RAs have been created on the new CTT template which requires slightly more information than the previous template such as course/event history and detail surrounding traffic flows/traffic counts.
- All other events since Nev stepped down which had a 2022 / current RA incorporating all his latest good work were left as is for the time being
- In line with the previously discussed changes (such as allowing organisers direct access to RAs online), I would suggest all current RAs are now updated and transferred onto the new template including the above extra information, and then stored in a central location for organisers. These can then be updated periodically or after each event is run on a course as required to include any updates and record of any incidents which have occurred.
- Only other note is to highlight the CTT guidance on the RA process; any new course must be formally approved by the district committee prior to use but that a risk assessment of any new course can be completed and compiled by ANY competent person (does not need to be on the committee)

The On The Day Risk Assessment was re-emphasised as very important to ensure that any on the day observations were highlighted to all riders and a more generic reminder was given to ensure that riders do read the On The Day RA. It should also be good practice for the supporter at the sign-on to ensure that anything highlighted on the On the Day RA is verbally communicated to riders or that riders are asked if they have read the On the Day RA and/or if they are aware of the Local Regulations in force where these apply (eg for right hand turns). This will mitigate any challenges afterwards if there are any DQs for infringements.

Significant thanks are noted in this AGM meeting and minutes to Nev Martin for the contribution he has made as District Risk Assessment Officer and to Julian for stepping in to fill the gap in the short term. Thank you, Nev Martin and Julian MacBride.

7. ELECTION OF OFFICERS

The election of officers process was managed by the Chair with the election of the District Committee being covered first given some of the potential role changes. The current committee is comprised of:-

Tracey Sample; Sharon Dyson; Richard Exley; Lewis Timmins; Scott Walton; Julian MacBride; Greg Charlton; Ray Lockett.

Ray Lockett (retiring), Mick Chappell (resigned) creates 2 committee member vacancies. Joanne Rea has given notice that she wishes to discontinue as Events Secretary but remain as a committee member. Terry Wilkinson has volunteered to undertake the role of RA Co-ordinator and to do so to be elected as a member of the NE DC Committee

Proposed – Ben Lane

Seconded – Ray Lockett

This leaves us with 1 vacant position. Names suggested were Adele McEleer (from attendees present), Ali McLean and/or Cliff Jessett given all of their involvement in time-trialling either as a current rider or support. Adele advised if neither of the other two individuals wished to take up the role, she would but felt the others should be asked first.

Action – Dawn will liaise with Ali and/or Cliff after the meeting – follow-up with Adele and then confirm the election of officers status.

NB – Ali McLean confirmed that he would be happy to take up the role and, therefore, is duly elected as a new NE DC Committee Member.

NB – Adele McEleer confirmed she would be happy to take up the role and, therefore, is duly elected as a new NE DC Committee Member.

Chair - Ben Lane confirmed he would re-stand as Chair, although emphasised that it was his intention for 2024 to be his final year as Chair and the District would need to source a new Chair prior to/at the 2024 AGM. He wished to see the District through the completion of the 2024 National HC Championship.

Proposed – Tracey Sample

Seconded – Sharon Dyson

Secretary – Dawn Sherrin confirmed she would re-stand as Secretary and for different reasons, she intended 2024 to be her last year as Secretary. She intended to stand for re-election to the CTT Board at the 2023 AGM, however dependent upon the tenure would determine the duration of her continuation with the NE District (if she was successfully re-elected to the Board. The District should start to consider a replacement for the District Secretary in the coming 12 months as this may be a more difficult role to fill, given the level of work involved supporting the District.

Proposed – Ray Lockett

Seconded – Scott Walton

Treasurer – David Goodwin confirmed he would re-stand as Treasurer.

Proposed – Dawn Sherrin

Seconded – Terry Wilkinson

Risk Assessment Co-ordinator – Terry Wilkinson confirmed as elected for the role of RA Co-ordinator.

Event Secretary – as already covered, Joanne Rea had confirmed prior to the meeting that she intended to relinquish the role of Events Secretary, therefore, a replacement Events Secretary was required. Sharon has been carrying out a considerable level of support to Events (along with support she gives to N&DCA), therefore suggested given she was already heavily involved, she would be able to take up the reins.

Proposed – Ray Lockett

Seconded – David Goodwin

The elected officials and committee therefore are as follows:-

Chair – Ben Lane (GS Metro)

Secretary – Dawn Sherrin (GS Metro)

Treasurer – David Goodwin (Endurance Academy/Newcastle Cheviot)

Events Secretary – Sharon Dyson (Barnesbury CC)

Risk Assessment Co-ordinator – Terry Wilkinson (GTR/TWFRSS)

Committee - Tracey Sample (Alnwick & District Triathlon Club); Richard Exley (Gosforth RC); Julian Macbride (Team Kirkley CC); Joanne Rea (Team Kirkley CC); Lewis Timmins (Vector Racing); Greg Charlton (Muckle CC); Scott Walton (Tyne Tri); Terry Wilkinson (GTR/TWFRSS CC); Ali McLean (Barnesbury CC); Adele McEleer (Team VC).

Auditors – Richard Exley has fulfilled the role of auditor for 2023 and is happy to continue into 2024.

Proposed – Ben Lane

Seconded – Dawn Sherrin

Delegates at National Council – the District is entitled to send along 4 representatives to the National Council AGM which this year will continue with a face to face meeting in Staverton. Volunteers were sought from the elected District Committee and the following were confirmed as the 4 NE Delegates:- Dawn Sherrin, Lewis Timmins, David Goodwin, there was no volunteer for 4th delegate F2F, therefore Dawn will liaise with Legal to identify if there can be a proxy vote/delegate for the remaining 4th place. Details will be forwarded to National for AGM planning and preparation.

NB – confirmed after the meeting that the 4th delegate can be a proxy vote and this will be sourced from the District Committee and details provided to National.

8. MATTERS ARISING FOR DISCUSSION/DEBATE

There is one motion proposal to discuss which NE intended to put forward again relating to the separation of the AGM BAU Business from the Rules and Regulations with a number of benefits. This had been circulated ahead of the AGM. The merits of the motion were discussed and all attendees were in agreement to this motion being put forward to National AGM.

Volunteers – as previously mentioned at the start of the AGM and in the Annual Report, the situation with timekeepers is critical – potential ideas put forward:-

- Incentivise – if you time-keep at events you would qualify for “x” (TBD) free event entry
- Start marshal – could this person observe and oversee timekeeping activity as an introduction to timekeeping
- Chip timing – used on closed road/circuit events but not practical on the open road

Ray Lockett confirmed he is still happy to run some practice and skill sessions at the Nelson Industrial Estate to help get new volunteer timekeepers started.

9. DATES OF REMAINING 2019 MEETINGS

Delegates Instruction Meeting – Monday 20th November 2023 – 19:00 pm – Virtual. Details will be circulated to all NE DC Clubs prior to the meeting. In the meantime, all clubs will be sent the AGM papers from National to either Club Secretary or nominated Correspondence Contact, therefore, all clubs should ensure their contact details in the CTT website are up-to-date and the relevant box ticked to ensure receipt of correspondence.

10. AOB

Colin Atkinson asked if he could raise two items of AOB:-

- Head down riding – concern that some riders are reverting to head-down riding – plenty of images from the photo galleries to support this. All in agreement that head down riding is dangerous and unacceptable, however difficult to judge from a single still/image that it would be sustained head-down riding.
- Disqualifications from Events – inconsistency – some riders DQd in events for breach of regulations, others not, feeling that Event Organisers are not being consistent. It was pointed out that it is not a “failing” of an Event Organiser.

If complaints are made to Event Organisers (eg by other riders) or marshals at the Event highlight breaches to the Event Organiser or observers do likewise, the Event Organiser is required to “investigate” and review what has been said/provided and take action and there is plenty of evidence to substantiate that they do. However, if situations are not brought to the Event Organisers’ attention, they cannot act upon something they don’t know about. Therefore, inconsistency has the potential to arise not due to the EOs but because people who are potentially aggrieved about a situation, take no action. There have been plenty of disqualifications not only in 2023 but in previous years where complaints have been made or breaches identified or feedback given and evidenced of failure to comply with regulations and these have been acted upon. Obviously no-one wants to see disqualifications but where it is the right course of action, those decisions are taken. It was re-emphasised at the meeting that this was not a failing of Event Organisers.

DATE FIXING – 2024 EVENTS

The meeting should have been followed by Date Fixing for 2024, however this was not able to be undertaken. As newly elected Events Secretary, Sharon advised that she will reach out to all Event Organisers and those who had indicated they would be interested in putting on events and she would put together and circulate to the committee the outputs and the proposed 2024 calendar. Joanne Rea had forwarded her thoughts re planning for 2024 and these were read out to the meeting – as follows:-

- Front load the season (entries tend to get lower as the season goes on)
 - o Meeting felt it may be preferred to reduce the number of events so there are not full weekends of events (ie both Sat/Sun) and maximise the field sizes instead
- Start the season earlier, in March
 - o Meeting felt this would not be preferred, given the potential for colder and/or wintry conditions in March – earlier start dates in March in the past had often still attracted good-sized fields but the conditions were very variable – we would not want to risk early season cancellations due to weather
- More mid-week Friday night options rather than a typical weekend
 - o Meeting felt this was a potential consideration on some courses in mid-summer months
- Summer hill climbs are a new thing and would be great to get more earlier in the season
 - o Meeting felt this had potential, given the focus on the National Hill Climb Championship in 2024 and not wanting to have a full and busy Sept/Oct Hill Climb timetable in the run up to the National HC Event
- Extended entry deadlines-all TTs have a deadline of the Sunday before the event
 - o Meeting agreed this would be the NE preference for 2024 – shorten the closing dates

Meeting closed at 21:35pm

Dawn Sherrin
District Secretary
16 October 2023

