



**Cycling Committee
Action Point Summary from 20 November 2017**

	Action Point	Initials	Action by
1	<p><i>Ride Leaders Course</i></p> <p>Produce a short one to two-page document on the guidelines covered in the Ride Leaders Course.</p> <p><i>Update:</i></p>	TM/MCo	18/12
2	<p><i>HTML Widget</i></p> <p>Speak to Ian Shaw in the IT Department about the possibility of putting on the website an HTML widget for the calendar.</p> <p><i>Update:</i></p>	MCa	18/12
3	<p><i>Automatic Population of Outlook Diaries</i></p> <p>Explore the possibility of Outlook diaries being automatically populated.</p> <p><i>Update:</i></p>	JB	18/12
4	<p><i>Saturday Morning Ride</i></p> <p>Approach Charles Weaver to see if he would be interested in organising rides for younger members on a Saturday morning.</p> <p><i>Update:</i></p>	MCa	18/12
5	<p><i>Meet the Committee Evening/Everything You Wanted to Know About Cycling but Were Afraid to Ask</i></p> <p>Ask Karolina Delig, Committee Events Co-Ordinator, to contact the Chairman to assist with the organisation of a Meet the Committee evening.</p> <p><i>Update: Complete.</i></p>	JDS	18/12
6	<p><i>Committee Members</i></p> <p>Approach the people who had expressed an interest in joining the Committee to ask them what they thought they could offer. Also, approach current Committee members to ascertain the length of time they desired to stay on the Committee.</p> <p><i>Update:</i></p>	MCa	18/12

Key							
MA	Mark Austin	MCa	Mike Cannavina	CJ	Claire Jones	DW	David Warr
RB	Rebecca Bennett	MCo	Mike Connick	TM	Tina Matthews		
JB	John Biggs	JDS	Janetta Dalton-Sedgwick	MN	Mark Nash		
PB	Pete Brunning	MH	Mark Hugo	CS	Chris Saxon		

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7	<p><i>Round the Borough Hike and Bike (Sunday, 13 May 2018)</i></p> <p>Cycle the Epsom route and carry out some research.</p> <p><i>Update:</i></p>	CJ	18/12
8	<p><i>Pall Mall to Pall Mall Loop and Richmond Park Loop</i></p> <p>Draft routes for a Pall Mall to Pall Mall Loop and a Richmond Park Loop.</p> <p><i>Update:</i></p>	MA	18/12
9	<p><i>2018 Calendar</i></p> <p>Send the Calendar to the Communications Department for publication on the website, organise for it to appear on Evenbrite and posters and possibly postcards to be produced.</p> <p><i>Update:</i></p>	JB	18/12
10	<p><i>End of Year Newsletter</i></p> <p>Send the Chairman any ideas for inclusion in the end of year Newsletter.</p> <p><i>Update:</i></p>	ALL	18/12
11	<p><i>Year End Ride and Celebration (Sunday, 3 December 2017) (1)</i></p> <p>Purchase some chocolate Father Christmases for prizes.</p> <p><i>Update:</i></p>	CJ	18/12
12	<p><i>Year End Ride and Celebration (Sunday, 3 December 2017) (2)</i></p> <p>Be present on the day for paperwork and communication purposes.</p> <p><i>Update:</i></p>	MCa/MA	18/12
13	<p><i>Year End Ride and Celebration (Sunday, 3 December 2017) (3)</i></p> <p>Organise the catering.</p> <p><i>Update:</i></p>	CJ	18/12
14	<p><i>Cycling Committee Christmas Dinner (Saturday, 16 December 2017)</i></p> <p>Let Mark Austin have the Account Code to be charged for the Cycling Committee Christmas Dinner.</p> <p><i>Update: Complete.</i></p>	JDS	18/12

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15	<p><i>Girona Trip 2018</i></p> <p>Send the Chairman draft text on the Girona Trip for inclusion in the newsletter.</p> <p><i>Update:</i></p>	JB/MCa	18/12
16	<p><i>Committee Dates 2018</i></p> <p>Book rooms and circulate the details.</p> <p><i>Update:</i></p>	JDS	18/12
17	<p><i>2018 Prudential RideLondon-Surrey 100 Ballot</i></p> <p>Send out an email to encourage people to put their names down for the 2018 Prudential RideLondon-Surrey 100.</p> <p><i>Update:</i></p>	MCa	18/12

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