

Minutes of General meeting of Cyclox, Wed 2nd Feb 2005

Held at 7.00 p.m., East Oxford Community Centre, Princes Street

Present: James Styring, Tom Cox, Harriet Waters, Simon Hunt (note-taker), Ted Dewan, Dom Schofield (choreographer), James Dawton, Rosie Thorley, Sue Baines, Pam Morris, Paul Cullen, Ann Joshua, Philip Bonnier

1. The meeting was delighted to welcome new member Pam Morris, who lives in the Headington area.
2. The meeting focussed on the suggestions in Dom's report on the consultation among members about Cyclox organisation. Some main points:
 - Past experience: Cowley Rd project had been good focus. Showed how a campaign issue could bring folk together effectively.
 - Management is a big task: danger of overstretch beyond members' willingness/ability to input effort
 - Distinguish "day-to-day" service tasks, for which some permanence of subgroups is needed, from other issue-based activities which are bound to wax and wane
 - Need to present Cyclox to outside world with one voice; sometimes tricky to decide when an issue that seems simply technical becomes more general/political (e.g. some questions re Green Rd Roundabout cycle lane alterations). Generally agreed that there should be a threshold of level of importance where a member ought to refer back for determining the collective Cyclox view. But hard to define!
 - James Styring to continue to be Media Relations officer. Inward enquiries or press releases always to be steered through him
 - Essential to have some preparation of structuring of monthly meetings.
 - Idea of a distinct style of meeting every 3-4 months received warm support, e.g. a speaker meeting. Should be attractive especially to new members. Implement by Recruitment inputting to Meetings subgroup.
 - Desirability of mission statement, e.g. suggestion: "Cyclox works for cyclists to enjoy the same amenity as motorists do"
 - Considered each subgp in turn. Most of the proposals found support and volunteers from among those present: exception was Recruitment, Stalls and Publicity. This was acknowledged to be vital, esp role of Keeper of the Stall, but no-one present felt they would want to put their major effort in this direction. Therefore this was one area where we are actively looking for a volunteer or two
 - Oxford Cycle Workshop generously offered the use of its Transit van for occasional Cyclox purposes like setting up a stall
 - Each subgroup would be convened (sometimes virtually by email/web, sometimes really) by its leader at regular intervals to fit with the monthly cycle of general meetings. The Meetings subgroup, initially convened by Dom, would comprise at least three subgroup leaders, and would draft the General Meeting Agendas. This then should be circulated to all subgroup leaders and agreed before distribution to all members.

Group	Tasks (provisional, until each group has composed its tasks itself)	Contact & Leader	Associates
Membership and treasury	<ul style="list-style-type: none"> • servicing subs • keeping the books and paying invoices • production of annual accounts for scrutiny • keeping membership database, including listing of "expertise" useful to Cyclox • sending out emails or letters 	Harriet Waters	Sue Baines, Ann Joshua

Recruitment, stalls and publicity	<ul style="list-style-type: none"> • Input to organising 3 or 4 of the 12 general meetings as 'special' meetings aimed specifically to encourage and welcome new members e.g. public consultations, slide shows, speakers etc • Posters/advertising of meetings, especially the special meetings. • Recruitment stalls, perhaps timed to coincide with special meetings. • Advising on practical details of making it straightforward to run a stall • Other general publicity 	ANO	Ted Dewan
Events	<ul style="list-style-type: none"> • Euro Car Free Day • Bike Week • Cowley Rd. Carnival. • Commuter Challenge • Cyclemas • Cycle lanes as art: "Know your Place" • Perhaps annual concourse with civic ceremony, e.g. May Day? 	Tom Cox	James Styring
Technical	<ul style="list-style-type: none"> • Liaise with Councils to scrutinise plans of new schemes • advise issue/campaign groups about physical design issues • staying familiar with the various design standards produced by bodies such as ERCDT, CTC, LCC etc. 	James Dawton	[Ed Lehmann, Graham Smith, Richard Mann]
Lobbying & Research	<ul style="list-style-type: none"> • Fostering good and effective relations with political and Council Officers • advisory panel to other subgroups for points of contact on specific issues • creating and maintaining a 'map' of all the bodies and individuals with relevance to cycling issues in Oxfordshire • scrutiny of strategic plans (city, county, national etc) 	[perhaps Andrew Nairn?]	[members who are Councillors] Paul Cullen, Simon Hunt
Fun, rides, education and social	<ul style="list-style-type: none"> • maintain expertise on insurance issues • organise rides as part of campaigning - e.g. a tour around good (or bad) cycling facilities around Oxford? 	[perhaps Simon Banks?]	[several who wrote in on the questionnaire]
Meetings	<ul style="list-style-type: none"> • Forming agenda for general meetings • Keeping minutes • Keeping members informed about specific issues • creating/developing the overall plan of meetings for the year. 	Dom Schofield	The leaders of each subgroup

To-Dos:

- compose a "standard" text for circulars about forthcoming meetings, and liaise with webmaster – *James S.*
 - identification and ranking of most substantive/frequently-mentioned Issues for 2005 from questionnaire data – *Dom S*
 - Approach suggested individuals above who might take responsibility for leading subgroups, esp Recruitment Stalls & Publicity – *James S*
 - bank account to be fixed; mechanism for efficient subscription collection to be arranged – *Harriet W*
 - preparation of draft budget – *Harriet W*
 - review of each subgroup's tasks, especially to define areas of potential overlap/synergy – *each subgroup leader*
3. After discussion, including a request for some justification of the proposed subscription levels and that there should be a budget drawn up as soon as practicable, the meeting unanimously agreed
 - i. to set the following annual subscription rates: £12 (waged) £6 (unwaged)
 - ii. if paid by Standing Order, these would reduce to £10 (waged), £5 (unwaged)
 - iii. Subs are due on 1st March each year
 - iv. Subs paid in January or February would include the whole of the following subscription year (i.e. 14 months for the price of 12)
 - v. Cash payments can only be accepted, against a receipt, in person at a general meeting, not thru the post
 4. A commercial firm in Oxford was in negotiation with James Styring about possible sponsorship or discount deals for Cyclox members. James was encouraged to pursue this.
 5. Simon Banks was congratulated on having obtained grant support to train young cyclists and their parents/guardians. Tesco's car park, Cowley, at regular intervals: time to be announced.

The meeting ended at 9.05 p.m.