



Present:		Apologies Received:
Chair	Steve Freemantle	
Secretary	Dave Rodgers	
Treasurer		
Media	Sarah Birch	
Events	Paul Underwood	
Group Safety	Pete Brown	
Member	Andy Maddison	
Member	Mike Patterson	
Member	Paul Farrant	
Macmillan	Tanya Taylor	
Item		Action
1.	<p>Chairs report.</p> <p>Printing issue has been resolved, printing should no longer be an issue. Website traffic information was not brought to the meeting, however hits on the website are still climbing as we approach the event.</p> <p>Springfields event done and dusted, Craig had bank information sent to him for his Employer to make the donation.</p> <p>Macmillan training session was cancelled as Steve could not make it.</p> <p>Website events have been updated by Paul Underwood. Website has been updated with a few more changes to come.</p> <p>Event Stickers have been received.</p> <p>Record of minutes</p> <p>Proposer – Pete Seconded – Paul</p> <p>Steve, Apologised as his work and personal life have been exceptionally busy and he has not had chance to contact Wheels of Peterborough. Sarah has said she might attend as she has a day off, Guy Martin does not have a specific time for attendance other than he will turn up.</p> <p>Website is getting a lot of good hits, Registration has changed, a shop has been added, but needs items and a form is to be added at a later date.</p>	
2.	<p>Treasurers Report</p> <p>Apart from an expenditure for the stickers, it is the same as last months accounts (£19825.40). Natasha's primary concern is that she can track all payments.</p> <p>Natasha is struggling to finalise last years accounts due to some payments that we cannot track down. This is due to payments being made to our bank account with no reference number and no sponsorship paperwork being sent through. Tanya has said that we should submit it with as much information as we can give. Tanya can speak to Ann at York regarding this. Natasha is to speak with Tanya directly regarding this.</p>	
3	<p>Media Report</p> <p>Not a lot to add, Holding off until March/April, Local press are getting to know and recognise us.</p>	
4.	<p>Events report:</p> <p>Not a lot to add, We are confirmed at Morrison's as per events listed, 7<sup>th</sup> Sept and 26<sup>th</sup> October. With regard to the ride to Flamingo Land, Paul has phoned and e-mailed with no reply, it may be that they have not responded due to opening at easter.</p>	

5.	<p>Group Safety Report:</p> <p>1st ride out for the marshals was a success, 11 motorcycles turned up some have said that if required they will do the marshalling and it is a possibility that we may get the numbers required without pressuring people.</p> <p>High viz vest costs have been requested, but awaiting costs as per details below :</p> <p>I work with a Macmillan Charity group and we have a requirement for some high viz jackets / vests. Looking at your price list is it possible to offer a high viz jacket in green or is that only available on waistcoats</p> <p>If so could you provide a cost for the following</p> <p>25 x High Viz jackets (Zip Fastening) in green with a large high viz Marshal patch on the back and a smaller one on the front</p> <p>Or</p> <p>25 x High viz waistcoats (Zip Fastening) with a large high viz Marshal Patch on the back and a smaller one on the front</p> <p>Sizes, As these will be worn over motorcycle gear XXL, However exact size requirements will be provided at the time of order.</p> <p>Both items we would like Bikers4Macmillan printed across the back with our web address below it (<a href="http://www.bikers4macmillan.org.uk">www.bikers4macmillan.org.uk</a>)</p> <p>On the jackets, if they are available in green, on one arm printed Shoulder height Sponsored by Robinsons 4x4, on the other arm if you would like to put supplied by with your company details.</p> <p>On the vests Same information for the back below the marshals badge, and the same information as the arms of the jackets, but printed on the front opposite side to the front marshal badge.</p> <p>Fuel stops, A ride (easter Monday) to Uttoxeter is planned to sort out the stop there if anyone fancies coming for a ride out.</p> <p>Only one stop at the uttoxeter one as we feel that we can get everyone in and fuelled in the allotted time scale as most people will be able to make the 100 ish mile between stops. Stops proposed, Flint – Uttoxeter - Lincoln</p>	
6.	<p>Sunset to Sunrise:</p> <p>Currently 118 registered, of which 80+ paid.</p> <p>All test accounts have been removed, and there are around 6 which are duplicated registrations. Steve has had some telephone calls from people wanting to register. They were pointed to the website.</p> <p>It is proposed that around the end of March / April anyone who has registered and not paid will be contacted asking them to pay by a date to be set or the place will be offered up to another rider.</p> <p>We will be closing the registration page at 180 riders to allow for any late registrations / standby list, to grow up to the 200 maximum. Exact wording of reminder to be decided upon.</p>	
7.	<p>Website:</p> <p>Website has been updated and forum is to be added. Shop is set up however we have no products to sell as yet.</p>	

8.	<p>Clothing and Merchandise</p> <p>A few ideas were submitted and we have decided upon a slightly tweaked version of last years design with the official Macmillan logo on green t-shirts. It is our design on the front with the Macmillan official logo on the back. Macmillans Logo has to be strictly observed as per the details on Macmillans Website.</p> <p>Bufs designs have been obtained and we have chosen the attached design. They have been ordered and we are awaiting invoice and delivery of them.</p> <p>Questions were asked as to who will be responsible for posting items or are we issuing them on the day. We will investigate as to whether we can get Macmillan Carrier bags.</p> <p>Wristbands are sorted and ordered.</p> <p>Pin Badges – Sarah has investigated and got costs for enamel Pin Badges and has been given the go ahead to investigate further. 4 Colour design – 300 badges = 88p ea 1000 = 50p ea £285 = 500 badges., however we actually need a 5 colour design. Sarah to obtain new costs.</p> <p>Embroidered committee t-shirts will be purchased but the costs borne by the committee members.</p> <p>Group stickers as organised by Paul Underwood – Costs to be obtained for selling the stickers.</p> <p>Concerns were raised over what costs we were looking at as to what monies we had set aside.</p>	
9.	<p>A.O.B.</p> <p>Sarah – Macmillan Music night at RAF Cranwell – Sarah is performing the first 20 mins, Tickets are £2.50 each.</p> <p>A query was raised regarding references for monies paid in, does this apply to sponsorship forms and money handed directly in. The short answer is No as they will be provided a receipt at that point directly and we will have a record of where the money came from.</p>	
10.	<p><b>Next Meeting:</b> To be held on 26<sup>th</sup> March 2013 at 19:30 hours</p>	

*Original signed and on file*

Dave Rodgers

Secretary

Bikers4Macmillan

The chosen design for the B4M buffs, Keep your eyes peeled on the website & Facebook it will be announced when they are available

Helpful information to keep in mind when proofing digital files:

Digital production process:

- This file is a digital image of a design created or adapted by our design department.
- Check if design is as required. Be sure to always view digital file by enlarging it to 100%
- The color shown on your monitor depends on the monitor itself and surrounding light. If you confirm this design as it is, we will use the Pantone® Coated card as a color guide for final production.
- The color system of your monitor Red-Green-Blue (RGB) is different from the color system used in sublimation printing Pantone® Coated Colors.
- Printing on fabric, which has texture, is very different from printing on a flat surface such as paper. As a result, printing on fabric surface may slightly change the color and brightness so the image may appear not to be as sharp.
- Outline – to effectively print outlines so that it is visible, outlines must be at least 1mm in thickness. Outlines with less than the recommendation may not be clearly defined.
- The elements or designs that are located on the far left and right side of layout and are cut off from design, will not match exactly on the reverse side due to the natural fold of tubular product.
- When two colors come into contact during production run, a very fine line may appear due to the layering of colors. This may result with a third color. As an example: When yellow and blue come into contact, green may appear in a form of a fine line.
- While the design process may appear to be complicated, we know you will be pleased with the end result.

**BIKERS 4 MACILIAN**

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4 COLORS:

