



## Committee Meeting

**7.30 pm Wednesday 4<sup>th</sup> July 2018**

**8 Brasenose Drive, Brackley.**

### A G E N D A

|    | Item   | Action |
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|    | <b>Present</b>   |        |
| 1. | Ian Marriott (IM) [Chair], Nicola Crookes (NC), Claire Frogley (CF), Adrian Crookes (AC), Julie Waller (JW), Suzanne Peel-Yates Bass-Twitchell (SPYBT), Richard McMahon (RM) [Minutes].  |        |
| 2. | <b>Apologies for absence</b><br>Nikki Jenkins (NJ), Natasha Berry (NB), Christopher Noble (CN).  |        |
| 3. | <b>Accuracy of minutes of meeting 25<sup>th</sup> April '18</b><br>Agreed as an accurate record.   |        |
| 4. | <p><b>Matters arising from previous meeting not elsewhere on agenda</b></p> <ul style="list-style-type: none"> <li>• <u>Follow up from visit by Amy Frith</u><br/>IM stated that the Club is only 'fact finding' at present to see if it would be worthwhile and practical to set up a junior section. The Club would need sufficient parents and members to support this as well as a safe environment in which to meet. Winchester House has a track, but this is grass which would not be ideal. Silson runs a junior section, but it was reported that it has high expectations of its junior members with regard to attendance. Another club locally that may have a junior section is Buckingham and Stowe. It was agreed that as a first step IM would speak to Silson (contact - David Morley).</li> <li>• <u>Trophies for Club Standards</u><br/>NC has published the Club standards spreadsheet on Facebook to encourage members to understand and participate in this innovation. Trophies are on track – just need to agree a price with the supplier.</li> <li>• <u>Litter pick</u><br/>In CN's absence, this item was deferred to next meeting.</li> </ul> | IM     |
| 5. | <p><b>Committee Officer Updates</b></p> <ul style="list-style-type: none"> <li>• <u>Chairman</u><br/>IM reported that he had been contacted by South Northants Council about the Club being included in the Council's new health and wellbeing map. The aim is to provide affordable health and wellbeing</li> </ul>   |        |

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| <p>opportunities to local residents. IM has provided details of BDRC for the directory.</p> <ul style="list-style-type: none"> <li>• <u>Club Secretary</u><br/>RM confirmed that he has received formal notification of the Club's affiliation with England Athletics (EA) for 2018-19. The mailing included the current book of EA rules, should anyone wish to borrow it. <p>The Club has a new locker at Brackley Leisure Centre. It is on the first floor on the way to the fitness suite. It is locker 43, and the combination for the padlock has been notified to all committee members and session leaders.</p> <li>• <u>Treasurer</u><br/>JW stated that the Club currently has approximately £7k in the bank, and all Chicken Run (CR) expenses have been paid. The three-year sponsorship from Avarra is still awaited. The fees from CR entries on the day are still to be banked as well as a payment of approximately £800 from EA. Overall, the Club has paid out more to stage CR than previous years, but this is fully covered. The Club is awaiting an invoice for the storage unit. Once all these items have been resolved the Club will have approximately £11,200 in the bank.</li> <li>• <u>Membership Secretary</u><br/>SPYBT reported that there are currently 57 paid up members. We need to update the database with emergency contact numbers. The EA Secretaries Portal also needs cross referencing with the Club database which, once up to date, will be copied to MailChimp. NC, SPYBT and RM will meet to do this.</li> <li>• <u>Merchandise Officer</u><br/>CN could not be present. It was noted that there are now not many 2017 CR shirts left.</li> <li>• <u>Race Secretary</u><br/>AC stated that to date in the Handicap 19 ladies have taken part with two having participated in eight races. Sixteen men have competed, with three having done the required eight to qualify. In the Championships, 19 ladies have taken part, with none having done eight yet. Twenty-three men are in the contest, with one having run more than eight races. The TT has been very well supported with a record breaking 32 participating in the first heat.</li> <li>• <u>Social Secretary</u><br/>CF highlighted that the ten-pin bowling social was happening the following week. The Colworth Challenge was popular and well attended – the Club will probably repeat this next year. The committee discussed whether there should be another event in August. It was decided to have a get together after the TT final.</li> </li></ul> | <p>NC,<br/>SPYBT,<br/>RM</p> |
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|    | <ul style="list-style-type: none"> <li>• <u>Webmaster</u><br/>NC confirmed that the Club Standards page is on the website, along with further race reports. The GDPR requirements have now been met.</li> </ul> <p>The committee noted that the Club moderators had had to remove inappropriate posts relating to a member from the Club's Facebook page.</p>  |       |
| 6. | <p><b>Chicken Run Feedback</b></p> <p>All present agreed the CR had been another great success. There was a record 301 entries and 288 finishers. The CR committee had not yet met to debrief, but there had been a little negative feedback such as the lack of a marked start line and a few comments about the road closures. It was noted that Gareth Bowden had expressed the intention to stand down as Race Director.</p>   |       |
| 7. | <p><b>Club Documents (RM)</b></p> <ul style="list-style-type: none"> <li>• <u>Privacy Notice</u><br/>RM reported to the Committee that in order to meet the GDPR deadline it had been necessary to agree and publish the Club's new Privacy Notice outside of a committee meeting, although committee members had been consulted. The Committee retrospectively agreed the document.</li> <li>• <u>Session Risk Assessment</u><br/>The draft club session risk assessment had been sent for comment to the Session Leaders group. Only one comment was received. In discussion a number of changes were suggested, and with those amendments the document was approved. It will now be possible to complete the review of the Club Code of Conduct. RM will work with CF to bring this to the next meeting.</li> </ul> | RM/CF |
| 8. | <p><b>Christmas</b></p> <p>CF commented that with the increased membership of the Club, Hummingbirds is not likely to be big enough this year. Whittlebury Hall is holding an Alpine Ball for £72 per head. This was felt to be too expensive even with the Club subsidising places. It was agreed to explore opportunities at the football and rugby clubs, on either a Friday or Saturday night.</p>   | CF    |
| 9. | <p><b>LiRF and CiRF</b></p> <p>Michael Bishop and CF have expressed an interest in undertaking the CiRF course; it was agreed that the Club would support both in pursuing this. RM suggested that, even though he and Gareth Meade had recently completed the LiRF, it would be beneficial if a number of other members undertook this. It was agreed that the Club would support the training of further session leaders and that RM would approach the individuals suggested.</p>   | RM    |

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| 10. | <p><b>Jane Woods Q&amp;A / product demonstration</b></p> <p>SPYBT has been approached by Jane Woods with a view to offering members a Q&amp;A session or demonstration of products sold by her company. It was felt that this could possibly be combined with a Q&amp;A session similar to the one held by the Club in previous years, but maybe themed to marathon training.</p>   |   |
| 11. | <p><b>Any Other Business</b></p> <p>It was proposed that the Club, and particularly CR, should have a presence on Instagram. This suggestion was referred to the CR Committee.</p> <p>Redway Runners Furzton Relay: The Club still has one team place available. It was agreed to advertise this on Facebook.</p> <p>IM asked if another Committee member would co-ordinate the September sessions. CF agreed to pick this up. It will be Winter routes (but no track).</p> <p>A date and venue needs to be arranged for the AGM and presentation night. It was agreed to try to book the Red Lion Bar 2 again, for the 9<sup>th</sup> or 16<sup>th</sup> November.</p> <p>A member had asked the committee to consider whether members should be required to attend Club sessions and interact with other members. After discussion, the committee decided that putting in place such stipulations on membership was neither necessary nor desirable. RM agreed to provide feedback to the member.</p> | <p>IM</p> <p>NC</p> <p>CF</p> <p>CF</p> <p>RM</p> |
| 12. | <p><b>Date of Next Meeting</b></p> <p>RM will send round a Doodle Poll with dates after 10<sup>th</sup> Sept.</p>   | <p>RM</p>   |