



Committee Meeting

Monday 27th November 2017 – 7.30pm at 8 Brasenose Drive, Brackley.

A G E N D A

	Item	Action
	<p>Present</p> <p>Ian Marriott (IM)[Chair], Suzanne Peel-Yates Bass-Twitchell (SPYBT), Nikki Jenkins (NJ), Nicola Crookes (NC), Claire Frogley (CF), Julie Waller (JW), Adrian Crookes (AC), Christopher Noble (CN), Richard McMahon (RM)[minutes].</p>	
1.	<p>Apologies for absence</p> <p>Natasha Berry (NB)</p>	
2.	<p>Accuracy of minutes of meeting 12th October '17</p> <p>The minutes from the previous meeting were agreed as a correct record.</p>	
3.	<p>Matters arising from previous meeting not elsewhere on agenda:</p> <p><u>New Runner Handout</u></p> <p>In anticipation of changes to the rules relating to data protection, England Athletics have sent through a paragraph to be added to all clubs' application forms. In order to meet the new standards, the Club will need to confirm all members' details and confirm their agreement to use their data for Club purposes. NC will add the paragraph to the application form on the back of the handout.</p> <p>It was agreed to change the handout to A4, and IM and NC will arrange to get some printed.</p> <p><u>Club Standards</u></p> <p>AC has discussed this with Gareth. The idea is to motivate and reward runners with an award related to achieving an age adjusted time for each race distance. This could be onerous to administer so the onus should be placed on the runner to produce the required evidence of achievement. It was agreed that the idea is worth pursuing, and AC will review other clubs' systems and bring back to the next meeting.</p> <p><u>Championship Rule Changes</u></p> <p>All completed and published.</p>	<p>NC</p> <p>IM/NC</p> <p>AC</p>

	<p><u>24 Hour Race</u></p> <p>RM had spoken to NB. Some Club members have entered a race but it was felt that we should leave until next year to plan a Club entry to an event.</p> <p><u>New Constitution</u></p> <p>RM confirmed that following the adoption of the new constitution of the AGM he will be bringing forward a number of Club policies for approval at the next meeting.</p> <p><u>Chicken Run T shirts</u></p> <p>Not received yet. CN will contact Dawn.</p>	CN
4.	<p>Committee Updates</p> <p><u>Chairman</u></p> <p>IM expressed his pleasure at having joined the committee as Chairman.</p> <p><u>Club Secretary</u></p> <p>RM confirmed that the process to secure the Club's VMLM place is underway and he is in contact with Brad Hook. There have so far been two takers for the Club's 10 Brighton Marathon places.</p> <p><u>Treasurer</u></p> <p>The Club's finances are very much the same as reported at the AGM. We now need to change signatories to the Club account so that it is JW and IM.</p> <p>The Club still needs to pay for the Xmas meal. All attendees have paid except one.</p> <p><u>Membership Secretary</u></p> <p>SPYBT reported that she is getting to grips with the EA Portal. Still to have handover from Dawn in December. The Club now has 67 members and it was felt we should acknowledge it when we reach 70. NC confirmed that SPYBT now has access to the Club's database so new members' details can be added.</p> <p><u>Merchandise Officer</u></p> <p>JW will need a stocktake of merchandise at end of December.</p> <p><u>Race Secretary</u></p> <p>All Championship and Handicap races published. Some of the dates and links will be updated as they become available.</p> <p><u>Social Secretary</u></p> <p>CF informed the meeting that there are 38 members booked in for the Xmas party. The venue will have been decorated by the owners. The food choices have been sent in. NB is in contact with the disco.</p> <p><u>Webmaster</u></p> <p>A number of amendments are planned for the website: the 'monthly challenge', 'recommended races' and 'injury rehab' pages will be</p>	<p>JW</p> <p>JW</p> <p>CN</p>

	removed. For the new blog section, Pete doing one, and SPYBT. After discussion, it was agreed that due to the additional requirements and restrictions involved, an on-line membership form would not be developed at this time.	
5.	Membership Fees 2018/19 It was agreed to keep these the same in 18/19 and to absorb the increase in registration fees to EA (£1 per athlete).	
6.	Charitable Donation It was agreed that the CR charitable donation should go to Northampton General Hospital Special Care Baby Unit as previously discussed. The sum of £250 was approved. JW will raise the cheque and RM will arrange to hand it over.	JW/RM
7.	Club Funds The costs of organising CR are covered by the kind sponsorship from Faccenda, meaning that entry fees are currently profit. Consequently, the Club has healthy reserves. It was agreed to cover the whole of each Club runner's entry to the MK Festival of Running, fund the cross-country entries, fund the Hilly 100 teams, offer more training, and pay for a social event to celebrate the Club's 10 th anniversary in 2018. RM to seek expressions of interest in Leadership course.	RM
8.	Hilly 100 As Dawn has stood down from organising the Club's entries to the Hilly, a new lead is needed. RM confirmed that he had spoken to NB, and that she had agreed to take this on.	
9.	Club Gifts The committee discussed how the Club should reward members who make additional contributions to the running of the Club over and above the norm, and also to outgoing committee members, where appropriate. All of these are at the discretion of the Committee. It was agreed that a cap of £25 should be made on all gifts acknowledging members, and that a token trophy may be presented to committee members, if appropriate, on presentation night.	
10.	Gentle Pace Group NJ will approach Keely to take a hand over. The next rota will need to be in place from 2 nd January. NJ will prepare an email and either NC or RM can distribute this.	NJ
11.	Session Leaders The role of session leaders was discussed. It was noted that the first aid kit is in locker 12 at BLC, with the key behind the desk. After discussion, it was agreed that when we communicate to members about fee renewal in the New year, we will confirm consent for use of members' data and ask	

	<p>for emergency contact numbers. These will then be kept in a list in the locker. There are also so hi viz vests in the locker.</p> <p>At the previous meeting, the role of session leaders in welcoming new members was discussed. IM will get the session leaders together to discuss all these points. IM has taken on the role of liaising with Banbury Harriers over track sessions, and will post the sessions on Facebook.</p>	IM
12.	<p>Any Other Business</p> <p>RM proposed that the Club explore seeking Sports England's Clubmark. This is a generic accreditation scheme for clubs whose sports' governing body does not run its own scheme. Achieving Clubmark would support the development of the Club, and provide assurance to new and existing members that the Club is well run. It was agreed to look into this further and discuss it at the next meeting. RM will send around web links to the scheme and standards.</p> <p>CN has been contacted by a sports massage therapist who undertakes gait analysis. They have offered to do a presentation for us as. It was agreed in principle. CN will find out if she needs a treadmill for the presentation, and more details.</p> <p>NC has been contacted by the charity Side by Side, which aims to reduce isolation people with Alzheimer's Disease. They have a client who lives locally and who runs, but there is increasing concern for his safety, not least that he gets lost. It was agreed to put a message out to Club members to see if anyone would be willing to run with him, and we will put them in touch with the charity.</p> <p>IM suggested that the idea of having an informal Sunday run be reintroduced. In order to gauge the interest in this it was agreed that anyone planning to run on a Sunday should put it on the Club's Facebook page. Also, whilst there is no formal session on Boxing Day, it would be good to have something mid-morning.</p>	RM CN NC All
13.	<p>Date of Next Meeting</p> <p>RM will send out a Doodle Poll for a late January/early February meeting.</p>	RM