

Running Forever Running Club Committee Meeting

Date: 5th July 2017

Venue: Ring of Bells

Chair: Peter Hall

Present: Peter Hall, Malcolm Boon, Eliza Brodie, Scott Weetch, Ben Timpson, Nic Saint, Linda Forsyth, Iain Elliott, Bev Collins, Mary Rousseau, Dave Marshall

1. Apologies:

Mike Nicholls.

Peter noted that since the last meeting Sandra had decided to step down from the committee due to other commitments. The committee thanked Sandra for all the work she has put into the club in various roles over the years. She will continue with her coaching and as RD of the Humdinger. Peter also confirmed that Lesley had stepped down with immediate effect due to personal and health reasons – Linda volunteered to take on Lesley's role as Club Journalist and review in a few months. Bev volunteered to support Scott in his Welfare Officer role as required.

2. Co-option of New Committee Members:

It was agreed to co-opt Bev Collins and Mary Rousseau to the committee to take up the roles of Women's Captain and Club Secretary respectively.

3. Matters Arising from the Minutes of the Last Meeting (3rd May):

- Peter stated that he had taken over from Sandra trying to get the HSBC cheque signatories and online access changed. He had now identified the correct online forms and will change the signatories to Peter, Iain, Mary and Scott – **Action ongoing Peter**
- It was agreed not to move the club meeting place to the COACH building.
- Lifetime members on website – **Action ongoing Peter/Ben**
- Humdinger website – a replacement website has been constructed using wordpress but the old one needs to be closed down – **Action ongoing Ben**
- Phil Wilson still has the race signs but Peter will collect for the Herepath (the signs will need to be detached from the stakes for ease of transport and storage – **Action ongoing Peter**
- Christmas party – it was agreed to book the cricket club asap and communicate the date to the membership – **Action ongoing Eliza**

4. Coaching Coordination

Ben volunteered to take on this role and stated he intends to book a CiRF course in the autumn. It was agreed that the club will fund 50% of the cost.

Peter will provide a list of those members with EA qualifications and Ben will contact them individually to find out if they are interested in being more active for the club – **Action Peter/Ben**

It was agreed that subsidised LiRF courses would be offered to all group leaders and deputies – **Action Malcolm**

5. Financial Report

It was agreed to change the bank mandate as in the ongoing actions above in accordance with the bank conditions stated on the mandate.

Iain produced a quarterly financial report and stated that the accounts would be produced on an accruals rather than cash basis in future. It appeared that the club has funds of approx. £6500 in the bank and an annual net income of approx. £1800 from membership fees. It is expected that the Humdinger and Herepath should make a small profit after donations to charity. At present kit is cash neutral and Linda reported a stock value of £608.51 which needs to be added to the accounts – **Action Iain**

Last year it is estimated that the Humdinger made a profit of approx. £600 and it was agreed to make a donation of £300 to CHSW. Iain will keep a tally of all charity donations during the year, so that one donation can be made at the AGM.

Iain reported that all outstanding invoices has been paid but that two Humdinger ones were still awaited. Scott offered to chase TDBC if necessary.

It was agreed that a minimum balance of £3000 should be kept in the bank.

Potential one-off items such as first aid training, EA training, equipment could be made with the surplus funds, all agreed to consider ideas – **Action All**

Annual recurring expenditure may include track costs, shirt/vest subsidy, entertainment subsidy as well as awards and website costs. These would be considered at the next meeting when more information is available (see actions below).

There followed a lengthy discussion regarding the increased track costs (£21.50 per session plus £11.50 if floodlights are required. This could give a maximum financial exposure of approx. £1500 per annum. It was agreed that efforts need to be made to encourage more members to come along to track sessions and for these to be more inclusive. It was suggested that three taster sessions could be held for Groups 1-3, 4-6 and 7-9 on Wednesday evenings, this needs to be investigated – **Action Ben**

It was agreed that Monday track sessions should continue but a £2 charge would still need to be levied in order to reduce the financial exposure to the club. **Post meeting note** – Sandra wishes to carry on with her coaching in other places and any decision on track needs to be postponed until Ben is able to produce a coaching strategy.

6. Club Kit

Linda brought along samples of the current vests and T-shirts and it was agreed that other options are needed for the T-shirt. Linda believes White Star's supplier may be an option and Dave offered to help with the design. Linda also agreed to further investigate the Ladies vest sizing. A decision could be made on whether these should be subsidised once costs are available - **Action Dave/Linda**

It was suggested that other kit items could be purchased by members directly from Jual via their website and the range expanded. Linda agreed to investigate with Jual – **Action Linda**

7. Club Mission

An initial discussion took place on the club's mission (i.e. what type of runner are we aiming to cater for). A statement is needed in order to inform our marketing and communications strategy.

It was generally agreed that RFRC sits somewhere between TRC (free & fun) and TAC (more serious athletes). Differentiators from TRC include EA affiliation, coaching and trail running but more work is needed to identify and communicate the benefits of EA registration.
All to consider and feedback to Peter - **Action All**

8. Communications and Marketing

Ideas were discussed for how the club could market itself better, both to existing and potential members. Ideas included encouraging members to wear club kit to occasional parkruns or Wednesday evening runs. Nic agreed to produce a plan for consideration – **Action Nic**

Linda will produce regular journalistic pieces for the club facebook page, website and press.

All to consider further ideas – **Action All**

9. Events

As club captains Iain and Bev agreed to identify races or relay races (perhaps on a monthly basis) with team prizes which we could encourage members to sign up for – **Action Iain/Bev**

10. Clubmark

Scott introduced 'Clubmark' to the new committee members. He had produced a number of template documents which require editing. He especially requested feedback on the risk assessments – **Action All**

It was generally agreed that Clubmark accreditation would be the ideal to aim for provided this is achievable without going 'over the top'.

Mary volunteered to help Scott with this work.

11. George Hudson Award

Chris Gunn was nominated by Scott Weetch and Donna Higham was nominated by Malcolm Boon. A paragraph on the reasoning is required - **Action Scott/Malcolm**

12. Committee Meetings Venue

It was agreed to continue with the Ring of Bells for the next meeting. Eliza agreed to book the room and ask for menu choices in advance so that the meeting could start on time – **Action Eliza**

13. AOB

- First Aid – it was agreed to offer first aid training to group leaders and deputies – **Action Nic**
- Club championship – it was agreed that in addition to the winner receiving a (temporary) trophy and a £50 voucher, male and female winners would also receive a smaller trophy each to keep. These would be presented at the AGM.
- Peter had identified a number of changes to the website which had previously been discussed and would pass them on – **Action Ben/Nic**

Next Meeting
6th September 2017