

## RFRC Committee Meeting

### MINUTES

Wednesday 7<sup>th</sup> November 2018, Kings Arms, Taunton

Present: Peter Hall (Chair), Linda Forsyth, Ben Timpson, Nic Saint, Scott Weetch, Dave Marshall

#### 1. Apologies

Apologies were received from Eliza Brodie, Mary Rousseau, Kate Mackenzie, Michelle Hensman, Mike Nicholls

#### 2. Review actions from last meeting

Action	By whom	Comments
Source venue and date for first aid course.	Nic	Ongoing
Liaise re wording on membership form. Nominate a Data Controller	Mary, Peter	Ongoing
Check new website for GDPR compliance	Mary	Ongoing
George Hudson award statements Yvonne Loat Dan Carrington Amanda Smith	Eliza Peter Kate	Ongoing
Discuss options for website	Ben, Michelle, Linda	Done
PO Box – contact Sandra, check invoice	Mary, Michelle	Ongoing
Procedure for club members to claim reimbursement of minibus hire	Mary	Ongoing
Vests – clear design with company, work out how many to order	Dave, Linda	Done
Humdinger – approach Sandra to offer help with marketing and publicity	Kate	Ongoing
Contact Phil re beginners' group	Mary	Done
Post on Facebook re quarterly run to encourage movement between groups.	Peter	Ongoing
Quarterly financial report	Michelle	Done

#### 3. Accounts/Budget Review

Peter tabled a draft budget for 2019/20 which provoked some discussion on accounting practice. Peter had arranged to go through the figures with Michelle on 11 Nov. He was concerned about the cashflow position given the size of the intended orders for kit and the Humdinger (see items below).

#### 4. Vest/T shirt orders

In order to protect the cash position Linda proposed to request new design vest orders from members prior to placing an order with the supplier. A minimum of 51 would be ordered to get the £12+VAT price point. The cost to members would be £11. Linda to draft email for Peter to send out. It was agreed to remove the old

design vests from the website and sell remaining stock for £5 cash. It was also agreed to place a top up order for 51 T-shirts.

5. London marathon club places

Mary had applied for club places and it is expected that we will again get two. Peter would send out an email to EA registered members on 22 Nov requesting applications by 12 Dec and the ballot would take place on the 20 Dec club night.

6. Beginners Group

This is due to start on 14 Nov. Few registrations had been received so far. It was thought that the time of year was a factor and in future a January or March date might be preferable.

7. Herepath update

Peter was congratulated on another successful event with £1000 raised for Thurlbear School PTA, £50 for Buckland St Mary School and £544 earmarked for the club charity. Ben tentatively proposed shadowing Peter next year with a view to taking over as RD in 2020.

8. Humdinger update

Peter had received an update from Sandra – the route is to remain the same, the road closure cost may increase from £500 to £1250 and DBMax have replaced Full-on Sport. Concern was expressed about the road closure cost and there was discussion about how this could be avoided for the 2020 race (too late for 2019). Peter to discuss with Sandra. Scott pointed out the risk to runners on the corner at the top of Lyngford Lane and how this could be mitigated – to be mentioned to the i/c marshals (Malcolm Boon?)

9. Website

The new website was live and operating well. Ben intended to produce instructions for how to update pages and the next step will need to sort out the email system.

10. Christmas party

Some payments were outstanding and reminder had resulted in a number of drop outs. It was agreed to ask for a £10 deposit next year.

11. George Hudson award nominations

No new nominations. The option is ask for nominations from members was discussed and will be reviewed in March.

12. AOB

None

13. Date of next meeting

Next meeting 9<sup>th</sup> January.

Action	By whom	Comments
Source venue and date for first aid course.	Nic	Ongoing
Liaise re wording on membership form and privacy policy. Nominate a Data Controller	Mary, Peter	Ongoing
Check new website for GDPR compliance	Mary	Ongoing

George Hudson award statements Yvonne Loat Dan Carrington Amanda Smith	Eliza Peter Kate	Ongoing
PO Box – contact Sandra, check invoice	Mary, Michelle	Ongoing
Procedure for club members to claim reimbursement of minibus hire	Mary	Ongoing
Humdinger – approach Sandra to offer help with marketing and publicity	Kate	Ongoing
Arrange quarterly run to encourage movement between groups.	Peter	Ongoing
Review 2019/20 budget	Peter Michelle	Next meeting
Remove old design vests from website and offer for £5 cash	Ben Linda	Next meeting
Put new design vests on website and request orders from members via facebook, email and announcements	Ben Linda Peter	Next meeting
Place top up order for T shirts	Linda	Next meeting
Discuss Humdinger future with Sandra	Peter	March meeting
Discuss Lyngford Lane risk with Malcolm	Scott	Next meeting
Website editing instructions	Ben	Nest meeting