

RFRC Committee Meeting

AGENDA

Wednesday 5th September 2018, Kings Arms, Taunton

Present: Kate McKenzie, Linda Forsyth, Ben Timpson, Peter Hall, Mary Rousseau, Michelle Hensman

1. Apologies

Apologies were received from Scott Weetch, Eliza Brodie, Nic Saint, Dave Marshall, Mike Nichols

2. Review actions from last meeting

Action	By whom	Comments
Source venue and date for first aid course.	Michelle	Ongoing
Liaise re wording on membership form. Nominate a Data Controller	Mary, Peter	Ongoing
Email Phil re next Beginners' Group	Mary	Done
Upload spreadsheet of Xmas party bookings	Mary	Done
Publicise October quiz to members	Linda	Done
Invite Sandra to next meeting	Mary	Done
Check new website for GDPR compliance	Mary	Ongoing
George Hudson award statements	All	Ongoing
Email Code of Conduct to members and put on Facebook page	Peter	Done
Details of hosting prices on Committee Facebook page	Ben	Done
Speak to Yvonne re deputy club journalist role	Mary	Done
Upload AGM minutes	Mary	Done
Check with Kings Arms re meeting venue	Scott	Done
Speak to Dan re trail running group route publicity	Peter	Done
Invite Sandra to next meeting, Humdinger to be agenda item	Mary	Done

3. Website update

Website paid for. In holding mode at the moment – needs links updating and integrate PayPal. Ben and Michelle to meet to discuss. Need to discuss shop options with Linda and Michelle. Ben to set up some logins for those committee that need it. Ben not updating old website and will close shop while Linda is on holiday.

4. Member handbook

Committee looked at draft. Suggested changing the cover picture. Needs new website address inserted.

5. PO Box

Discussed whether this is still needed – agreed it isn't. Agreed not to renew for next year. Michelle to check whether invoice is in arrears or in advance. MR to tell Sandra not to use it as an address for Humdinger correspondence.

6. Club trip subsidy

PH left the room for this discussion. It was agreed that for race bookings over 20 people, club will subsidise 30% of the cost of minibus hire, up to the value of £100. MR to draw up suggested process for agreement and circulate to PH and MH. BACS payment preferred. Would need proof of payment.

7. Herepath update

Race is full. Suggested reusable coffee cup as memento for this year. Email for volunteers going out shortly. PH hoping to pass the organisation of the race on to someone else.

8. New vest design

Ready to go. No negative feedback on new design T-shirts. Sizing slightly off. 26 vests in stock currently. Reduce price to £5 to get rid of old stock mid-October. Could include T shirt order with vests to see if price will go down. Linda to work out how many vests to order. Dave to clear design with company. Linda to order when back from holiday – should be here in December.

9. Humdinger 2019

MR read Sandra's message to meeting. Kate to approach Sandra to help with marketing and publicity. Could set a budget that she could spend. Need to think about how to reach sponsorship.

10. Beginners' group

MR to contact Phil. Ben can lead group if Phil isn't able to. Michelle and Linda happy to help out.

11. Groups management – movement between groups

Plan for a quarterly run to encourage movement between groups. Group would run at the bottom of their pace band and a slightly shorter route. PH to put up on Group Leaders Facebook page.

12. Finance update

£6434.15 currently in hand. MH to do quarterly report after her return from holiday. Not received any track expenses for this financial year.

13. George Hudson award nominations

No nominees this month.

14. AOB

Wellbeing initiative at Musgrove Park Hospital 17th & 18th October. Good publicity and possible promotion for beginners' group. PH to put on Facebook group.

15. Date of next meeting

Next meeting 7th November.

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George Hudson award statements	All	Ongoing

Discuss options for website	Ben, Michelle, Linda	Next meeting
PO Box – contact Sandra, check invoice	Mary, Michelle	Next meeting
Procedure for club members to claim reimbursement of minibus hire	Mary	Next meeting
Vests – clear design with company, work out how many to order	Dave, Linda	Next meeting
Humdinger – approach Sandra to offer help with marketing and publicity	Kate	Next meeting
Contact Phil re beginners' group	Mary	Next meeting
Post on Facebook re quarterly run to encourage movement between groups.	Peter	Next meeting
Quarterly financial report	Michelle	Next meeting