

## RFRC Committee Meeting

### MINUTES

8:15pm Wednesday 1<sup>st</sup> December 2021

Staplegrove Village Hall

Present: Sandra (Chair), Peter, Simon D, Sam, Dave

#### 1. Apologies

Helen, Simon R, Michelle, Ola, Brian, Chris, Rob, Linda

The meeting was only just quorate, with a number of last minute apologies. Sandra will remind committee members of the need to attend meetings

#### 2. Review actions from last meeting

- List of first aiders – ongoing (Sandra with also identify a first aid course for group leaders)
- Supply of car stickers – ongoing (Linda)
- Track issue – EA asked to mediate with TAC, ongoing (Sandra)
- Committee Page - new members photos need adding (Ola)
- Revised member handbook sent to all members
- Welfare Officer training - ongoing (Dave)
- Christmas running challenge to be communicated - ongoing (Simon D)
- Hi-viz bibs to be distributed to group leaders - ongoing (Sandra)
- Beginners course to be promoted – ongoing (Ola)
- Canvass ideas for annual club trip – ongoing (Simon D)
- List of hazards for risk assessment – ongoing (Peter)
- Club Standards review – ongoing (Peter, Brian, Sandra)
- Message Wed group leaders with numbers – (Sandra to ask Brian)
- New Christmas party invoice requested – ongoing (Sam)

#### 3. Club Standards

Brian and Sandra had agreed to help Peter with the review of the EA Standards with a view to the production of revised documents by end March.

#### 4. 2022 Club Championship

Simon D to arrange a handover from Ali Bisatt with a view to promotion in the new year.

#### 5. Feedback from Group Leaders' meeting

Sandra gave some feedback from the zoom meeting. Approx. 15 had attended and the following points were covered:

- First aid training
- LiRF qualification for leaders. The committee agreed to fund 50% of the cost of the virtual course. Sandra to promote.
- What to do in an emergency. Sandra suggested a committee rota to take calls from leaders in order to contact next of kin identified on the RunTogether app. It

was agreed that group leaders should carry a phone and first aid kit. Sandra to communicate to leaders.

- It was agreed to review the booking system again at the next meeting

## **6. Finance report**

Michelle had provided a report to Sandra who will share with the committee.

## **7. Christmas Party update**

It was agreed that the party menu was too limited in view of the ticket cost. A number of people had cancelled and it was agreed that their ticket money should be donated to the club charity. Sam will recommend to attendees that they take a lateral flow test within 24 hours of the event.

## **8. Club run schedule over Christmas/New Year**

Club runs will take place as usual on 21/22/28/29 December. There will not be any formal weekend runs on 25/26 December.

## **9. Annual trail run open to all members**

The memorial run for Adrian Edwards had been very successful and attracted over 60 members of all standards due to its three loop format. It was agreed to hold a similar event in October 2022.

## **10. Annual club record awards**

It was agreed to give an engraved gin glass to all holders of records obtained in 2020/21. Dave will produce a design and Peter will obtain a quote.

## **11. AOB**

- Peter updated the membership numbers (308 members, 149 men, 157 women) He will be changing the payment system for new members in the new year and will liaise with Ola to update the website.
- It was agreed to hold a move up week every two months (next one will be on 5 Jan)
- Sandra is still hoping to hold the Humdinger on 13<sup>th</sup> March based at Fyne Court.
- It was agreed Sandra could survey members on mental health for her dissertation.

## **12. Date of next meeting**

9<sup>th</sup> February at the Kings Arms (Sam to book)

Action	By whom	Deadline
List of current First Aiders	Sandra	Next meeting
Identify first aid course for group leaders	Sandra	Next meeting
Source supply of car stickers	Linda	Next meeting
Track booking	Sandra	Ongoing
Update committee page on website	Ola	ASAP
Complete Welfare Officer training	Dave	Next meeting
Contact Samaritans	Sandra	Next meeting
Communicate Christmas running challenge	Simon D	ASAP
Distribute Hi-Viz bibs	Sandra	ASAP
Promote beginners course in Jan	Ola	End 2021
Canvass ideas for annual UK club trip	Simon D	Next meeting
List of hazards for risk assessment	Peter	Next meeting
Review club standards	Peter/Brian/Sandra	Next meeting
Message Wed group leaders with numbers	Sandra to ask Brian	Next week
Remind committee members to attend meetings	Sandra	Next meeting
Book Kings Arms for next meeting	Sam	End 2021
Design and promote 2022 championship	Simon D	Next meeting
Promote LiRF to group leaders	Sandra	Next meeting
Emergency rota for committee members	Sandra	ASAP
Ask group leaders to carry phone & first aid kit	Sandra	ASAP
Share finance report to committee	Sandra	ASAP
Recommend lateral flow test to party attendees	Sam	14 December
Design & quote for award for record holders	Dave/Peter	14 December