

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 6th April 2022

Old Inn, Bishops Hull

Present: Sandra (Chair), Peter, Simon D, Sam, Dave, Linda, Brian, Ola, Michelle, Rob

1. Apologies

Simon R, Chris, Helen

2. Review actions from last meeting

- List of current first aiders – ongoing (Sandra)
- Identify first aid course for group leaders – EA module now available
- Supply of car stickers – ongoing (Linda)
- Update committee page on website - ongoing (Ola)
- Contact Samaritans – meeting arranged with Kirsty (Sandra)
- Welfare Officer training – completed (Dave)
- Easter running challenge to be communicated – completed (Simon D)
- Canvass ideas for annual club trip – ongoing (Simon D/Chris)
- Promote LiRF to group leaders – included in Group Leaders Guidance (Peter)
- Emergency rota for committee members – selected phone numbers included in Group Leaders Guidance (Peter)
- Ask Group Leaders to carry phone – included in Group Leaders Guidance (Peter)
- Remove non active group leaders from facebook group – done (Simon D)
- Update group leaders guidance – document produced (Peter)
- Update Code of Conduct & Welfare Statement – ongoing (Sandra/Peter)
- Update Grievance & Disciplinary Policy – done (Brian)
- Draft Inclusion & Diversity Policy – done (Brian)
- Allocate actions to complete Risk Assessment – done (Peter)
- Make changes to booking system – done (Ola)
- Purchase 100 marathon club items for Georgina – done (Sam)
- Research venues for Christmas/New Year party – ongoing (Chris)
- Book venues for next meeting & AGM – done (Sam)

3. Kit Orders – member & supplier

Sandra reported that she had obtained a list of recent member kit orders but had been unable to contact Simon R to find out which had been fulfilled. She did not believe a new supplier order was urgent. She would suggest a new method of working to Simon R.

4. Humdinger report/accounts

Sandra reported that the race had been a success, given that it was the first year at Fyne Court. She has made changes to the Humdinger and Hurtle routes for the 2023 races which will be held on 12 March. An invoice from the National Trust is awaited but a profit of approx. £200 is expected.

5. Summer Wednesday run arrangements

Ola had made a suggestion for five rotating run locations with two groups meeting at each. It is hoped that there will generally be checkers-in at each. She will publish the number of runners expected in each group

6. AGM preparation

The AGM will be held at the Wyvern Club on 20 May. It will be chaired by Sandra and include a Treasurer report on the accounts (Michelle), Chair report, Club charity report and Award presentation. Sandra will arrange a Quiz. Peter will arrange the Mike Nicholls award ballot and send out the AGM Notice on 29 April.

7. George Hudson Award nominees

A number of suggestions were made and one agreed to be revealed at the AGM. Sandra to recover the trophy from Andy Higham.

8. 2022/23 Club charity

It was agreed to extend The Samaritans for another year given how little had been raised in 21/22 due to Covid. Sandra to invite a representative to the AGM. St Margarets Hospice to be the charity in 23/24.

9. Confirmation of club officers and committee members for 2022/23

All current committee members wished to be nominated for another year. Officers to be nominated are Simon D (Chair), Ola (Vice Chair), Peter (Secretary), Michelle (Treasurer).

10. Document review and approval

The following were approved to minor changes

- Guidance for Group Leaders
- Club Constitution (to be adopted at AGM)
- Privacy Notice
- Health & Safety Policy
- Risk Assessment
- Grievance & Disciplinary Policy
- Inclusion Policy

11. Club Safeguarding Code of Conduct

The Committee agreed to adopt this EA document. Sandra agreed to review it and identify further actions that need to be taken as a result. Further codes of conduct will need to be signed by committee members and coaches.

12. Club Standards

The EA checklist was completed online which will allow the club to renew its EA Affiliation. Outstanding actions include the signing of codes of conduct and the training of a second Welfare Officer.

13. 2022 Social Events

Sam is organising the AGM venue, Georgina's 100 marathon celebration and the Summer BBQ. It is not clear if Simon R is progressing the clay pigeon shoot or if Chris has done anything about identifying a venue for the Christmas/New Year Party.

14. AOB

- It was requested that Committee members make every effort to attend meetings and also make an appearance at Wednesday club nights at Belvedere Road.
- Sandra advised the meeting that a young man with special needs had joined the club and care would be needed to integrate him.

15. Date of next meeting

8th June at the Old Inn (Sam to book)

Action	By whom	Deadline
List of current First Aiders	Sandra	Next meeting
Source supply of car stickers	Linda	Next meeting
Update committee page on website	Ola	ASAP
Canvass ideas for annual UK club trip	Simon D/Chris	Next meeting
Review Club Safeguarding Code of Conduct	Sandra	Next meeting
Update Code of Conduct & Welfare Statement	Sandra/Peter	Next meeting
Clay pigeon shoot proposal	Simon R	Next meeting
Research venues for Christmas/New Year party	Chris	Next meeting
New method of kit management	Sandra	Next meeting
Invite Samaritans representative to AGM	Sandra	End April
Book venue for next meeting	Sam	End April