

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 8th June 2022

Kings Arms

Present: Simon D (Chair), Peter, Dave, Brian, Ola, Sandra, Joanna

1. Apologies

Simon R, Chris, Helen, Sam, Michelle, Linda, Rob

2. Review actions from last meeting

- List of current first aiders – ongoing (Sandra)
- Supply of car stickers – Dave to work with Linda to design and source
- Update committee page on website – done but to be further updated (Ola)
- Canvass ideas for annual club trip – Sandra to promote Cream Tea Caper (Simon D/Chris)
- Review Safeguarding Code of Conduct - handed to Dave (Sandra)
- Update Code of Conduct & Welfare Statement – done (Sandra/Peter)
- Clay pigeon shoot proposal – agreed to not proceed (Simon R)
- Research venues for Christmas/New Year party – no progress, Lisa Denson has offered to help Sam (Chris)
- New method of kit management – superseded, see below (Sandra)
- Invite Samaritans representative to AGM – done (Sandra)
- Book venue for next meeting – done (Sam)

3. Allocation of committee roles for 2022/23

The following were approved at the AGM

- Chair – Simon D
- Vice Chair – Ola
- Secretary – Peter
- Treasurer – Michelle

The following were agreed

- Membership Secretary – Peter
- Webmaster – Ola
- Club Kit Manager – Joanna
- Welfare Officers – Dave & Sandra
- Social Secretary – Sam
- Coaching Co-ordinator – Sandra
- Club Captain – Simon will carry on until he can recruit a suitable replacement
- Marketing & Communications Officer – It was agreed that this is an important role which needs a dedicated individual. Simon will advertise the role and in the meantime continue to do the weekly report. Joanna volunteered to look after the Instagram account and will contact Kate Mackenzie to obtain the login.

4. Kit Orders – member & supplier

Sandra reported that she had been unable to arrange a meeting with Simon R. Joanna will take on the kit manager role from Simon R and Simon D will arrange a handover. Joanna will review the stock situation and propose a new order to the committee.

5. Humdinger/Hurtle accounts

Sandra distributed a copy of the final accounts which showed a profit of £105.11. She has booked Fyne Court for next year and made some small changes to the routes of both races.

6. Herepath Half update

Ola reported that the race is expected to go ahead on 30th October. Ben Timpson has submitted the permit applications and is about to start advertising. The committee offered to help if required.

7. Summer BBQ

Sam had reported that this is to be held on 16 July, hosted by Chris Reah. It was noted that this is the same day as the Blackdown Beauty run.

8. RunTogether admin

Some concern was expressed about the need to check in runners and the fact that most leaders do not have access to the app. for GDPR reasons. This is mostly an issue during the summer. After discussion it was agreed that runners should still be checked in and that Sandra would message leaders before Wednesday runs with a list of booked runners. Ola will give Ron Foord access to the leaders app.

9. Adrian Edwards memorial run

Peter had proposed an annual event open to all club members in support of the club charity (a 4 mile trail multi loop). He agreed to discuss with Martin Webb and report back.

10. LiRF promotion.

Sandra stated that only Paula Bisatt had shown interest but agreed to promote to all regular group leaders. It was reaffirmed that the online course is suitable and the club will cover 50% of the cost.

11. AOB

- All present had now signed the EA code of conduct for volunteers
- Ola will further promote the beginners course
- Ola will update the email forwarders and provide a list
- Dave & Sandra will promote their Welfare Officer role
- Sandra will undertake the time2listen course

12. Date of next meetings

3rd August
5th October
7th December

Simon D will discuss the location with Sam in order for all the dates to be booked.

Action	By whom	Deadline
List of current First Aiders	Sandra	Next meeting
Design & source supply of car stickers	Dave/Linda	Next meeting
Update committee page on website	Ola	ASAP
Promote Cream Tea Caper	Sandra	ASAP
Review Club Safeguarding Code of Conduct	Dave	Next meeting
Put together small team to organise Christmas or New Year party	Simon/Sam	Next meeting
Arrange handover of kit to Joanna	Simon D	ASAP
Recruit new Club Captain	Simon D	Next meeting
Recruit new Marketing & Comms Officer	Simon D	Next meeting
Take over Instagram account	Joanna	Next meeting
Propose kit stock order	Joanna	Next meeting
Send Wednesday check in info to group leaders	Sandra	ASAP
Give Ron Foord access to leaders app	Ola	ASAP
Speak to Martin Webb re memorial run	Peter	ASAP
Promote LiRF to regular group leaders	Sandra	Next meeting
Book venue for next three meetings	Sam	End July
List of email forwarders	Ola	ASAP
Promote Welfare Officer roles	Dave/Sandra	Next meeting
Time2listen course	Sandra	Next meeting