

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 5th October 2022

Old Inn

Present: Simon D (Chair), Peter, Dave, Linda, Joanna, Rob, Sam, James

1. Apologies

Simon R, Helen P, Helen N, Michelle, Ola, Brian

It was noted that Sandra Moffat had resigned from the committee. She has agreed to continue with her coaching role and as Race Director for the Humdinger/Hurtle. The committee recorded its thanks to Sandra for her many years of service in a number of different roles.

2. Co-option of new committee members

It was agreed to co-opt Helen Needs and James Lewes to the committee

3. Review actions from last meeting

- List of current first aiders – ongoing (to be handed to Helen N)
- Design and source supply of car stickers – Dave to work with Linda to design and source (ongoing)
- Update committee page on website – done but to be further updated (Ola)
- Review Safeguarding code of conduct – ongoing (Dave)
- Propose New Year party – done & advertised (Sam)
- Pass Club Captain role description to Rob – Rob has taken up role (Simon D)
- Recruit new Marketing & Comms Officer – see below (Simon D)
- Discuss Wednesday check in info with Sandra – it was agreed this is not required in the winter (Simon D)
- Meet with Martin Webb re memorial run – Martin has proposed a 4 mile route from Trull in backyard ultra format. Date to be agreed (Peter)
- Promote Welfare Officer roles – ongoing (Dave/Helen N)
- Promote LiRF to group leaders (to be handed to new Coaching Co-ordinator)
- Complete online safeguarding and time2listen courses (Helen N)
- Look at merging Instagram and facebook accounts – done (Simon D)
- Dogs on club runs policy - policy written and to be published following comments (Peter)
- Meet the Committee article – ongoing (Rob)
- Collaboration on innovative running clothing – Linda has identified the person who designs for Flanci and will make contact (Linda)
- Discuss coaching and track with Sandra – see below (Simon D)
- Risk Assessment outstanding actions – to be communicated again (Peter)
- Herepath Half update – see below (Ola)
- Consider club time trial – agreed not to proceed as effectively covered by parkrun (Simon D/Rob)
- Follow up committee member suggestions – done (Simon D)

4. Committee roles vacancies

The following are currently vacant

- Marketing & Communications Officer – no-one has been identified to take on the full role. In the meantime Simon D and James will share producing the weekly race report.
- Welfare Officer (female) – Helen N has agreed to take this on.
- Coaching Co-ordinator – this is vacant following Sandra's resignation. Simon D will approach the other qualified coaches to ascertain interest.

5. Financial Risk Assessment

Discussion deferred until Treasurer can be present

6. Additional Wednesday groups

Peter noted that on one recent Wednesday, groups 6 and 7 had both been fully booked, resulting in group 7 running with more than 15 members. Rob agreed to keep an eye on numbers and if necessary create a new group (6B?) and recruit an additional leader.

7. Coaching strategy/plan

It was noted that a second monthly track session had been added without any discussion in the committee. Peter pointed out that the club does not have a coaching strategy and therefore we are not clear who we are aiming our coaching efforts at or to what purpose. Without this information coaching sessions cannot be properly planned. This will need to be followed up when a new Coaching Co-ordinator is appointed.

8. Club championship

Simon D summarised the current leader board and following discussion it was agreed not to change the rules but that Rob would source a second shield so that there is one for both male and female winners.

There was also a discussion regarding the events to be included in the 2023 Championship. Rob to make a proposal.

9. Herepath Half update

Ola had reported that the Forestry Commission permit had come through, mementos had been ordered and that Ben is waiting on Ali Bisatt's allocation of volunteers. The race is fully booked.

10. Food bank run

Cathy Parmenter had suggested the club organise one of these. Linda will follow up the Cathy.

11. Bags for flags

It was agreed that Linda could purchase two new bags for the club flags

12. 20th anniversary

Linda pointed out it was the 20th anniversary of the club's founding in November 2024. She asked for ideas on how this should be celebrated.

13. AOB

- Peter stated that some club emails were randomly not being forwarded to personal addresses. He advised everyone to get direct access to mailboxes from Ola.
- Peter pointed out that 'move up' week had not been promoted to members. Rob will ensure this happens in future.
- Simon stated that Somerset Athletics had asked that a 'no doping' tick box be included in race entry forms. Peter had circulated the requirement to the club race directors.

14. Date of next meeting

7th December

Action	By whom	Deadline
List of current First Aiders	Helen N	Next meeting
Design & source supply of car stickers	Dave/Linda	Next meeting
Update committee page on website	Ola	Ongoing
Review Club Safeguarding Code of Conduct	Dave	Ongoing
Recruit new Marketing & Comms Officer and Coaching Co-ordinator	Simon D	Next meeting
Agree date with Martin Webb re memorial run	Peter	Next meeting
Promote Welfare Officer roles	Dave/Helen N	Next meeting
Promote LiRF to regular group leaders	Coaching Co-ordinator	TBA
Complete online safeguarding and Time2Listen courses	Helen N	TBA
Meet the Committee article	Rob	ASAP
Innovative running clothing proposal	Linda	Next meeting
Coaching strategy/plan	Coaching Co-ordinator	TBA
Re-communicate Risk Assessment outstanding actions	Peter	Next meeting
Proposal for 2023 club championship	Rob	Next meeting
Source second shield for championship winner	Rob	April 2023
Proposal for food bank run	Linda	Next meeting
Purchase bags for flags	Linda	Next meeting
Ideas for 2024 anniversary celebrations	All	Next meeting