

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 7th December 2022

Old Inn

Present: Simon D (Chair), Peter, Dave, Joanna, Rob, Sam, Helen N, Simon R, Helen P, Michelle

1. Apologies

Linda, Ola, Brian

2. Review actions from last meeting

- List of current first aiders – ongoing (Helen N)
- Design and source supply of car stickers – Dave to work with Linda to design and source (ongoing)
- Update committee page on website – no update (Ola)
- Review Safeguarding code of conduct – done, safeguarding courses for committee members to be identified (Dave)
- Recruit new Marketing & Comms Officer and Coaching Co-ordinator– see item 11 below (Simon D)
- Meet with Martin Webb re memorial run – 24 June agreed with Martin (Peter)
- Promote Welfare Officer roles – draft presentation to be finalised (Dave/Helen N)
- Promote LiRF to group leaders (awaiting new Coaching Co-ordinator)
- Complete online safeguarding and time2listen courses – ongoing (Helen N)
- Meet the Committee article – to be posted on members facebook group (Rob)
- Innovative running clothing proposal – no update (Linda & Helen P)
- Risk Assessment outstanding actions – communicated again. See actions on last page.
- Herepath Half update – see below (Ola)
- Proposal for 2023 club championship – Agreed to remain with 2022 list but with a minimum completion of five events. Ensure website is updated (Rob)
- Source two trophies for club championship male & female winners (Rob)
- Proposal for food back run – no update (Linda)
- Purchase bags for flags - no update (Linda)
- Ideas for 2024 anniversary celebrations – ongoing (All)

3. Financial Risk Assessment

This had been posted in the committee group and commented on back in August. Peter suggested that a simple set of procedures were now required covering management of the club finances and purchasing (order raising, approval and invoice payment).

4. Herepath Half report & accounts

By all accounts the race was a success but there has been no update on the financial outcome.

5. Track payments

Sandra had written to Simon D and Peter with details of how payments for usage of track (£4 per participant) should be made to TAC, starting from 22 October. Simon had not seen the email and Michelle was not aware. Peter agreed to send the number of participants (from Stripe) to Michelle each month to enable her to make payment.

6. 2022 club championship results

Simon D summarised the results. Only three people had completed the necessary six events and there were both male and female winners. These will both be presented with a trophy and £50 of vouchers at the AGM.

7. Future of member memorials

It has previously been agreed that a club running event will be held in memory of Adrian Edwards. However the sad death of James Lewes has raised the question of how we should remember him and any future deaths of active members. A number of ideas were discussed but it was agreed that in the first instance Peter will investigate options for broadening our remembrance activities to include James.

8. Somerset Athletics meeting report

Simon D reported on the AGM he had attended at which he was the only non-committee member. The organisation is mostly focussed on track and field but he will attend future meetings in order to try and bring more focus on road running. RFRC does not appear to have received the invoice for £50 for the Somerset Series and Simon D will forward the details to Michelle for payment.

9. Christmas run

It was agreed that Simon D will ask group leaders to ensure their groups finish at the Christmas tree in town at 7.15pm on 21st December. Michelle kindly volunteered to bake mince pies for the event.

10. 2023 club trips

Several ideas were discussed and Rob agreed to forward suitable events to the committee for consideration at the next meeting. Sam reported that the overseas trip would probably be to the Malaga marathon in December.

11. Balance of work on Committee

Simon D raised the issue of some members workload being higher than others. The subject of the weekly race report being the main case in point. In the absence of any volunteers it was agreed that he would advertise a 'Medal Monday' each week and ask members to respond with their race results. Peter pointed out that the Marketing role has too much emphasis placed on the weekly report, whereas it was meant to be about promoting the club in a number of different ways. Jo offered to post occasional promotional messages on Instagram and the club facebook page.

Peter was concerned about the lack of engagement of some committee members, especially the absence of comments on committee posts and updating on actions if not able to attend meetings.

12. 2023 meeting dates

These were agreed – 8 Feb, 5 April, 31 May, 2 Aug, 4 Oct and 6 Dec.

Sam will book the Old inn

The AGM will be on 12 May.

Sam will book the Taunton Vale Sports Club (hopefully without cost).

13. AOB

- Peter advised that he will again organise mementos for 2022 club record holders.
- Helen P pointed out that the Wednesday group call out had become chaotic. It was agreed that whoever was shouting out would ensure the all the leaders were at the front before members were called out.
- Simon D asked that all committee members who were present come to the front and the shout out should be rotated.

14. Date of next meeting

8th February.

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
Identify Safeguarding course for committee members	Dave	Next meeting
Discuss Coaching Co-ordinator role with club coaches	Simon D	Next meeting
Options for broadening remembrance activities	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/Helen	Next meeting
Coaching strategy/plan	Coaching Co-ordinator	TBA
Inventory audit of race equipment	Rob	Next meeting
Communicate 2023 club championship	Rob	Next meeting
Source trophies for championship winners	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
Track risks to be identified	Coaching Co-ordinator	TBA

Procedure for race budget preparation and expenditure monitoring	Ola	TBA
Finance management and purchasing procedures	Michelle	Next meeting
Member records reviewed against privacy policy	Peter	Next meeting
Membership procedures to be documents	Peter	April 2023
Herepath accounts	Ola	Next meeting
Pass track attendees to Michelle for TAC payment	Peter	ASAP
Pass Somerset Series invoice to Michelle	Simon D	ASAP
UK club trip proposals	Rob	Next meeting
Start trial 'medal Monday'	Simon D	ASAP
Book venue for AGM	Sam	ASAP