

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 8th February 2023

Old Inn

Present: Simon D (Chair), Peter, Joanna, Sam, Helen N, Helen P, Michelle, Linda, Robin Upton

1. Apologies

Dave.

It was also noted that Brian Brown, Rob Harris, Simon Rowland and Ola Timpson had resigned from the committee. They were thanked for their contribution.

2. Co-option of new committee member

Robin Upton was proposed by Linda and seconded by Simon. The co-option of Robin was unanimously approved and he was welcomed to the committee.

3. Review actions from last meeting

- List of current first aiders – Helen now has a list and will be requesting evidence - ongoing (Helen N).
- Design and source supply of car stickers – Linda to design and source as part of 20th anniversary (ongoing).
- Update committee page on website – action passed to Peter.
- Identify Safeguarding course for committee members – done, all to complete course.
- Discuss Coaching Co-ordinator role with club coaches – ongoing (Simon D).
- Options for broadening remembrance activities – see below.
- Promote Welfare Officer roles – done (Dave/Helen N).
- Promote LiRF to group leaders (awaiting new Coaching Co-ordinator).
- Complete online time2listen course – ongoing (Helen N).
- Meet the Committee article – action passed to Robin.
- Innovative running clothing proposal – now part of 2024 anniversary (Linda & Helen P).
- Coaching strategy/plan – awaiting new Coaching Co-ordinator.
- Inventory audit of race equipment – action passed to Robin.
- Communicate 2023 club championship – done.
- Source two trophies for club championship male & female winners – action passed to Robin.
- Proposal for food back run – done (Linda).
- Purchase bags for flags - ongoing (Linda).
- Ideas for 2024 anniversary celebrations – ongoing (All).
- Track risks to be identified – awaiting new Coaching Co-ordinator.
- Procedure for race budget preparation and expenditure monitoring – action passed to Linda.
- Draft finance management and purchasing procedures – ongoing (Michelle).
- Review member records against privacy policy – ongoing (Peter).

- Membership procedures to be documented – ongoing (Peter).
- Herepath accounts – action passed to Linda
- Pass track attendees to Michelle for TAC payment – done, Michelle given access to Stripe.
- Pass Somerset Series invoice to Michelle – done and paid.
- UK club trip proposal – action passed to Robin.
- Start trial 'Medal Monday' – see below.
- Book venue for AGM – done, Linda to draft quiz, Helen P to organise running equipment/book swap.

4. Committee role vacancies

As a result of recent resignations there are now a number of role vacancies:

- Robin agreed to be Club Captain
- Linda agreed to be Vice Chair (again)
- Helen N and Sam to share Webmaster role temporarily and arrange meeting with Ola. Several suggestions were made for a permanent role holder and Simon to follow up
- Marketing & Communications Officer – a number of suggestions were made for Simon to follow up
- Coaching Co-ordinator – Simon to discuss vacancy with club coaches.

5. Medal Monday

Simon has been trialling this for a number of weeks with very few responses. This may be because of the paucity of races or because race reports tend to be posted on Sundays. It was agreed to persevere and review at the next meeting.

6. Bank and Paypal accounts

Michelle pointed out that the signatories were out of date. It was agreed that the Club Secretary should have full access and the Chair and Vice Chair should be signatories.

7. Subscription fees for 2023/24

EA are increasing their registration fee from £16 to £17. After some discussion it was agreed to freeze the club membership fee at £10 for another year.

8. Humdinger/Hurtle update

No update. Linda agreed to speak to Sandra.

9. Solstice Memorial Run

Peter reported that following a discussion with Martin Webb it was proposed that the club run on 24th June would be in memory of all club members who have passed away. The run would be four mile loops between 9am and 4pm. It was agreed the entry fee would be £5 plus bring a cake/savoury food. There would also be a donation bucket. Martin has negotiated a discount for hiring the Pavilion at Trull. Profits will be donated to the 2023/24 club charity (St Margaret's Hospice).

10. Buggies on club runs

Following a recent incident of a club member bringing a buggy on a Wednesday group run, Peter reported that buggies were covered by the UKA public liability insurance with several provisos. He suggested one buggy per group could be considered provided the runner stayed at the back. However following discussion, the committee voted by a majority not to allow buggies on any club run.

11. 2023 Christmas party

Sam had provisionally booked the Cricket Club for 2nd December. It was agreed to subsidise the ticket price for members by £5. She also reported that she was planning a summer party at Oake Manor on 15th July.

12. AOB

- Simon reported that a group leader had raised the point to the committee that group leaders could not guarantee winter run routes would be fully lit and therefore we should encourage runners to have torches. It was agreed that this should be a recommendation and not compulsory. Simon to communicate to members, plus a reminder that a torch does not negate the need to wear hi-viz,
- Helen P pointed out that no alternative leaders were coming forward for group 6 when she is unable to run. The members in the facebook leaders' group need to be reviewed. Robin agreed to do this.
- Michelle proposed and the committee agreed, that the club had at least one trained guide for visually impaired runners. She will investigate courses.

13. Date of next meeting

5th April..

Action	By whom	Deadline
List of current First Aiders with evidence	Helen N	Next meeting
Design & source supply of car stickers	Linda	Oct 23
Update committee page on website	Peter	ASAP
Complete safeguarding course	All	Next meeting
Discuss Coaching Co-ordinator role with club coaches	Simon	Next meeting
Promote LiRF to regular group leaders	Coaching Co-ordinator	TBA
Complete online Time2Listen course	Helen N	TBA
Meet the Committee article	Robin	ASAP
Innovative running clothing proposal	Linda/Helen	Oct 23
Coaching strategy/plan	Coaching Co-ordinator	TBA
Inventory audit of race equipment	Robin	Sept 23
Source trophies for championship winners	Robin	Next meeting
Purchase bags for flags	Linda	Next meeting

Ideas for 2024 anniversary celebrations	All	Oct 23
Track risks to be identified	Coaching Co-ordinator	TBA
Procedure for race budget preparation and expenditure monitoring	Linda	Sept 23
Draft finance management and purchasing procedures	Michelle	Next meeting
Member records reviewed against privacy policy	Peter	Next meeting
Membership procedures to be documents	Peter	Next meeting
Herepath accounts	Linda	ASAP
UK club trip proposals	Robin	Next meeting
Identify candidates for Webmaster and Marketing roles	Simon	Next meeting
New bank account & paypal signatories	Michelle	Next meeting
Humdinger/Hurtle update	Linda	ASAP
Communication re torches	Simon	ASAP
Review group leaders	Robin	Next meeting
Identify visually impaired runner guide course	Michelle	Next meeting