

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 5th April 2023

Old Inn

Present: Simon D (Chair), Peter, Joanna, Sam, Helen N, Linda, Robin, Dave, Ben Timpson, Sandra Moffat

1. Apologies

Michelle, Helen P

2. Co-option of new committee members

The co-options of Ben and Sandra was unanimously approved and they were welcomed to the committee. Ben agreed to take on the role of webmaster and Sandra agreed to take on the role of Coaching Co-ordinator.

3. Review actions from last meeting

- List of current first aiders – Helen now has a complete list. Peter will file in the shared dropbox.
- Design and source supply of car stickers – Linda to design and source as part of 20th anniversary (ongoing).
- Update committee page on website – Peter has completed.
- Identify Safeguarding course for committee members – there is now no EA requirement or suitable course.
- Discuss Coaching Co-ordinator role with club coaches – Simon D completed this and Sandra has been appointed.
- Promote LiRF to group leaders – action passed to Sandra.
- Complete online time2listen course – booked for 17 May (Helen N).
- Meet the Committee article – Robin has completed, action now passed to Ben & Sandra.
- Innovative running clothing proposal – now part of 2024 anniversary (Linda & Helen P).
- Coaching strategy/plan – action passed to Sandra.
- Inventory audit of race equipment – action passed to Sandra.
- Source two trophies for club championship male & female winners – ongoing (Robin).
- Purchase bags for flags - ongoing (Linda).
- Ideas for 2024 anniversary celebrations – ongoing (All).
- Track risks to be identified – action passed to Sandra
- Procedure for race budget preparation and expenditure monitoring – ongoing (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 Ben.
- UK club trip proposal – ongoing for 2024 (Robin).

- Identify candidates for Webmaster and Marketing roles – Webmaster appointed, Marketing ongoing (Simon D).
- New bank account & paypal signatories – ongoing (Michelle).
- Humdinger/Hurtle update – Sandra produced draft accounts.
- Communication re torches – Simon completed.
- Review group leaders – see below.
- Identify visually impaired guide runner course – ongoing (Michelle).

4. AGM preparation

Peter ran through the usual agenda and the following actions were agreed:

- Simon to discuss 2022/23 accounts with Michelle
- Simon to agree charity donation to Samaritans
- Linda to invite representative from Samaritans
- Simon to draft Chair's report
- Peter to provide Simon with membership statistics
- Peter will assume everyone will continue on the committee unless otherwise notified
- Robin will source shields for club championship winners
- Peter will obtain George Hudson and Mike Nicholls trophies from previous winners
- All to nominate George Hudson award winners within a week
- Linda to produce 'quingo' for Simon.
- Peter to send out meeting notice with request for nominees for the Mike Nicholls award.

5. Wednesday summer run locations

It was agreed to use the same locations as last year.

6. Group leader review

There has been occasional problems in getting leaders for Wednesday groups in a timely manner. Joanna pointed out that this may be because of concerns of stepping on the usual leader's toes. It was agreed that each group should have two nominated leaders and that they should find a stand-in if neither can make it. Robin will discuss with the current leader(s) for each group.

7. Support for injured members

Peter had received a proposal from a member for a facebook group to support injured runners. It was agreed that those with injuries may need support for their mental health but a facebook group was not a suitable solution. There is also the risk that inappropriate medical advice may be given. After some discussion it was agreed that Dave would meet with the member in question to clarify the need and identify a way forward.

8. Race volunteer policy

Sandra had some trouble obtaining enough volunteers for the Humdinger/Hurtle this year. She proposed offering five free places in next years race by drawing lots from this year's volunteers. This may encourage more to come forward next year. The committee agreed with the proposal.

9. AOB

- It was agreed that 'Medal Monday' would cease due to a lack of engagement with the facebook posts. Ideas for future promotional activity would pass to the Marketing & Communications Officer, when appointed.
- Peter reported that 130 members had renewed to date out of 312 due. A further 27 had joined since 1st Jan and were therefore not due.
- Simon reported that 14 members had signed up for the Solstice run in June and the event needed further publicity. Peter to contact Martin Webb.
- Sandra agreed to start new beginners group after the AGM.

10. Date of next meeting

24th May.

Action	By whom	Deadline
Design & source supply of car stickers	Linda	Oct 23
Promote LiRF to regular group leaders	Sandra	Next meeting
Complete online Time2Listen course	Helen N	Next meeting
Meet the Committee article	Sandra/Ben	ASAP
Innovative running clothing proposal	Linda/Helen	Oct 23
Coaching strategy statement	Sandra	Next meeting
Inventory audit of race equipment	Sandra	Next meeting
Source trophies for championship winners	Robin	5 May
Purchase bags for flags	Linda	Next meeting
Ideas for 2024 anniversary celebrations	All	Oct 23
Track risks to be identified	Sandra	Next meeting
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 documented	Peter	Next meeting
Herepath accounts	Ben	ASAP
2024 UK club trip proposals	Robin	Next meeting
Identify candidates for Marketing role	Simon	Next meeting
New bank account & paypal signatories	Michelle	Next meeting
Review group leaders	Robin	Next meeting
Identify visually impaired runner guide course	Michelle	Next meeting
Support for injured runners proposal	Dave	Next meeting
Beginners group	Sandra	Next meeting