

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 24th May 2023

Old Inn

Present: Simon D (Chair), Peter, Joanna, Sam, Helen N, Helen P, Michelle, Robin, Dave, Ben, Sandra, Andrew Saunders

1. Apologies

Linda

2. Co-option of new committee member

The co-option of Andrew Saunders was proposed by Simon, seconded by Sandra and unanimously approved and he was welcomed to the committee. Andrew agreed to take on the role of Marketing & Communications Officer. Peter will give Andrew access to the relevant social media.

3. Confirm committee roles for 2023/24

All present agreed to continue with their current roles (see website).

4. Review actions from last meeting

- Design and source supply of car stickers – Linda to design and source as part of 20th anniversary (ongoing).
- Promote LiRF to regular group leaders – Sandra has identified two candidates.
- Complete online Time2Listen course – Helen has now done this.
- Meet the Committee article – Sandra has completed, action now passed to Ben & Andrew.
- Innovative running clothing proposal – now part of 2024 anniversary (Linda & Helen P).
- Coaching strategy statement – written but not circulated yet (Sandra).
- Inventory audit of race equipment – done but not circulated yet (Sandra)
- Source two trophies for club championship male & female winners – ongoing (Robin).
- Purchase bags for flags – Michelle volunteered to make these.
- Ideas for 2024 anniversary celebrations – sub-committee to be set up (see below).
- Track risks to be identified – done but needs to be re-formatted (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 – Ben has completed.
- UK club trip proposal – Bath half and RAT suggested for 2024, Robin to publicise when entries open (ongoing)
- Identify candidates for Marketing roles – Andrew Saunders co-opted.

- New bank account & paypal signatories – ongoing (Michelle).
- Review group leaders – ongoing (Robin)
- Contact EA to ask for visually impaired guide runner course in South-West (Michelle).
- Support for injured runners – walking group proposed (see below).
- Beginners group – Sandra has started this.

5. AGM feedback

It was agreed that the evening had gone well, albeit with fewer members present than hoped for. It was decided that the Wyvern Club would be a better location for next year and Sam would book it for 10th May 2024.

6. Review 2022/23 accounts

The only comment was that there was a very healthy balance and therefore funds would be available for marking the 20th anniversary next year.

7. Solstice run publicity

So far only 20 members have signed up for this which is disappointing. Robin agreed to ask the group leaders to remind members about the event and encourage participation. Peter suggested Jo Hall be asked to help promote the event as a means of supporting the club charity, Simon agreed to do this.

8. Marketing & Communications priorities

It was agreed not to try and revive the weekly report or medal Monday, but rather encourage members to say which races they had planned as a way of encouraging more to enter and to encourage lift sharing. Robin and Andrew to identify ways of achieving this.

9. Race volunteer policy

Sandra reiterated her proposed to offer five free places in next year's Humdinger/Hurtle by drawing lots from this year's volunteers. However it was thought that there wasn't much correlation between those wanting to run the race and those volunteering to marshal. Indeed having more club members run may have the effect of encouraging more to marshal in order to support their clubmates. Following discussion it was agreed to scrap the current policy and Peter will remove it from the website. The situation will be reviewed after the 2024 Humdinger/Hurtle.

10. RunAndTalk

This is an EA initiative with MIND aimed at using running to improve mental health. Helen N believe that she had signed up the club to this. Helen N, Dave and Sandra all agreed to be the club's mental health champions and find ways of supporting the initiative. Peter to forward the names to EA.

11. Thursday walking group

Joanna proposed this as a means of involving members who may not be able or want to run for any reason. She agreed to lead this once a month as an experiment. Andrew agreed to publicise and Ben or Peter can set it up on RunTogether to allow booking. It was decided that club walks would follow the same policies as runs – for example the ‘running with dogs’ policy. The rules regarding no buggies or under 18s would also be followed.

12. 20th Anniversary Sub-Committee

It was agreed to set this up and the initial members would be Helen P, Linda, Joanna, Andrew and Sam.

13. AOB

- Sam agreed to publicise the summer party again about two weeks before the event.
- Peter reported that the club now had 272 paid up members and 84 had not yet renewed or stated why they weren’t going to. Non renewing members would be resigned and removed from the facebook group after 30th June.
- Peter will provide some more detailed membership statistics for the next meeting, perhaps with a view to starting a men’s beginners group.
- Joanna reported that a Tuesday group had started their run exactly at 6.30 without waiting for a member who had booked. Robin agreed to ask group leaders to give a bit more leeway to missing bookers, who may have been held up in traffic.

14. Date of next meeting

2nd August.

All to try and think of alternative locations..

Action	By whom	Deadline
Design & source supply of car stickers	Sub committee	Oct 23
Meet the Committee article	Ben/Andrew	ASAP
Innovative running clothing proposal	Sub committee	Oct 23
Coaching strategy statement	Sandra	ASAP
Inventory audit of race equipment	Sandra	ASAP
Source & present trophies for championship winners	Robin	ASAP
Make bags for flags	Michelle	TBA
Ideas for 2024 anniversary celebrations	Sub committee	Oct 23
Track risks to be formatted	Sandra	Next meeting
Draft procedure for race budget preparation and expenditure monitoring/reporting	Michelle	Sept 23
Draft purchasing procedure (how to gain financial approval and order items)	Michelle	Next meeting

Draft document on how to manage club finances in event Treasurer is unavailable	Michelle	Nest meeting
Member records reviewed against privacy policy	Peter	Next meeting
Membership procedures to be documented	Peter	Next meeting
Promote club trip to 2024 RAT & Bath half	Robin	TBA
New bank account & paypal signatories	Michelle	Next meeting
Review group leaders	Robin	Next meeting
Contact EA for visually impaired runner guide course in SW	Michelle	Next meeting
Give Andrew access to social media	Peter	ASAP
Book Wyvern Club for 2024 AGM	Sam	Next meeting
Solstice memorial run publicity	Robin/Andrew	ASAP
Enlist Jo Hall to help promote events to support club charity e.g. solstice run	Simon	ASAP
Proposals for promoting races to members	Robin/Andrew	Next meeting
Set up and promote Thursday walking group	Joanna/Andrew	Next meeting
Membership statistics	Peter	Next meeting