

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 2nd August 2023

Old Inn

Present: Simon D (Chair), Linda, Peter, Joanna, Sam, Helen , Robin, Andrew

1. Apologies

Helen N, Ben, Michelle, Dave, Sandra

2. Review actions from last meeting

- Design and source supply of car stickers – Linda to design and source as part of 20th anniversary (ongoing).
- Meet the Committee article – Andrew has completed, Ben outstanding.
- 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 – done, now need presenting at next Belvedere club session (Robin).
- Purchase bags for flags – Michelle volunteered to make these but needs measurements. Eliza has the flags currently.
- Ideas for 2024 anniversary celebrations – sub-committee 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 (Michelle).
- Draft finance management and purchasing procedures – ongoing (Michelle).
- Review member records against privacy policy – completed (Peter).
- Membership procedures to be documented – ongoing (Peter).
- UK club trip proposal – Giants Head suggested for 2024, Robin to publicise when entries open and also identify a local road half marathon (ongoing)
- New bank account & paypal signatories – completed (Michelle).
- Review group leaders – ongoing action as part of club captain role (Robin)
- Contact EA to ask for visually impaired guide runner course in South-West (Michelle).
- Give Andrew access to social media – access given to facebook page, Instagram and twitter (Peter)
- Book Wyvern Club for 2024 AGM on 10th May – Sam (ongoing)
- Enlist Jo Hall to promote events to support club charity – done (Simon)
- Proposals for promoting races to members – it was agreed to post a weekly appeal to members asking which races they had entered, in order to promote list sharing – Robin
- Set up and promote Thursday walking group – done with great success (Joanna)
- Membership statistics – done – see below (Peter)

3. 20th Anniversary sub committee update

Helen P reported that the group consisted of herself, Sam, Linda, Andrew and Joanna and a meeting would be scheduled for September. She ran through a list of questions for clarification. It was agreed the anniversary year would run from the AGM in May. Members would be asked what they would like to see. There would be a party on 17th November and a small gift would be offered to all members.

Linda had met representatives from Somerset University College who are keen to work with us on clothing proposals as a project for second year students. A spread of members would be invited to join a focus group.

4. Club demographics discussion

Peter circulated some statistics on the current club membership and noted a swing towards female members in the last year. The discussion mainly revolved around the reasons for the paucity of male runners in the beginners and lower groups. No firm conclusion was reached, however.

5. Supplier discounts for members

Peter had received an offer of a discount for sports massage from a therapist in Taunton. The club does not currently promote local suppliers, except for a small number in the handbook sent to new members. Following discussion and a vote it was decided not to seek or publicise any new discounts

6. AOB

- It was noted that Ben had yet to receive a permit from Forestry England for the Herepath race. Simon to discuss with Ben as time is running short to open for entries.
- The committee noted the success Sandra had in promoting a specific focus for the Monday coached sessions.

7. Date of next meeting

4th October

Action	By whom	Deadline
Design & source supply of car stickers	Sub committee	Oct 23
Meet the Committee article	Ben	ASAP
Innovative running clothing proposal	Sub committee	Oct 23
Coaching strategy statement	Sandra	ASAP
Inventory audit of race equipment	Sandra	ASAP
Present trophies for championship winners	Robin	Sept 23
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	Next meeting
Membership procedures to be documented	Peter	Next meeting
Promote club trip to 2024 Giants Head races & identify a local road half marathon	Robin	TBA
Contact EA for visually impaired runner guide course in SW	Michelle	Next meeting
Book Wyvern Club for 2024 AGM	Sam	Next meeting
Weekly post to ask members which races they have entered	Robin	ASAP
Discuss Herepath forestry permit with Ben	Simon	Next meeting