

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 4th October 2023

Old Inn

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

1. Apologies

Sam, Linda, Andrew

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 – Ben (ongoing)
- 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)
- Present trophies to championship winners - done (Robin).
- Purchase bags for flags – Michelle volunteered to make these but needs measurements. Claire Loader 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).
- Membership procedures to be documented – done (Peter).
- UK club trip proposal – Giants Head and Exeter half in Feb suggested for 2024, Robin to publicise ongoing)
- Contact EA to ask for visually impaired guide runner course in South-West – nothing is planned for SW so action closed for now (Michelle).
- Book Wyvern Club for 2024 AGM on 10th May – not available for 10th so 3rd May agreed - Sam (ongoing)
- Weekly post to ask members which races they have entered (see below) – Robin
- Discuss Herepath Forestry permit with Ben - see below (Simon)

3. 20th Anniversary sub-committee update

Helen reported on the progress the sub-committee was making and it was clarified that any new clothing would be a special anniversary edition and would not replace the existing kit. It was agreed that the club would give two or three £50 prizes for each design we take forward. There was a long discussion on the provision of smaller flags and Dave & Joanna agreed to design and source new backpack flags and small rectangular flags for use by supporters at events.

4. Herepath and Humdinger races

The Forestry permit for the Herepath was not received in time and the 2023 race had to be cancelled. Ben agreed to apply in January for the 2024 race. Sandra reported that the Humdinger would have to change due to a clash with the Grizzly. She expected to open entries soon following agreement with Fyne Court.

5. Beginners Group

Sandra reported a good conversion rate from the May 23 beginners group with several members completing local races. The new beginners group had just started with nine signed up.

6. Monday coaching/track review

The recent 5k coaching had been a great success with several PBs achieved and over 20 members attending sessions. Sandra is proposing a 12-14 week coaching plan leading up to the Exeter half marathon in February. She will hold an information session at end October.

7. Club championship 2023

Simon gave an update to the committee and will post one in the facebook group shortly.

8. EA club and individual registration fees for 2024/25

EA have notified us that the club registration fees will increase from £150 to £200 and individual fees from £17 to £19. It was agreed to pass the latter on to members directly. The club membership fee of £10 will be reviewed at the February committee meeting. Peter noted that 50% of members were EA registered.

9. Paypal update

Michelle reported that it was now possible to introduce payment in three instalments without any cost to the club. Payment by card machine is also possible. She will investigate further and report at the next meeting. Darren Webb, an ex-member, is still the named account holder and Michelle has been unable to change this. Sandra will try and contact Darren to see if he can help.

10. Website blog updates (club news)

Peter stated that he had recommenced these now that Andrew was posting regular news items on our social media outlets.

11. Forthcoming race publicity

It was agreed that a spreadsheet updated by members had not worked successfully in the past and needed a lot of manual intervention. Instead Robin is posting Monday requests for members to say which races they are doing at the following weekend. Peter suggested that Robin also publicise the South West Running Events facebook group

which has a comprehensive listing of all local races which members can say they are interested in or going to.

12. EA inclusivity workshop

This is being held to help clubs make themselves more inclusive. Simon, Dave, and Helen N agreed to attend.

13. Christmas running competition

Two ideas were put forward – a map art competition and a run to the Hospice. Simon agreed to take forward the first and Michelle the second.

14. AOB

- Peter had been made aware of a potential safeguarding issue. Helen N will investigate further and report back
- Simon has managed to obtain 15 Grizzly places for the club. An email will be sent out to all members and ballot held.
- Peter pointed out that 'step up' week had not been publicised in advance. Robin to ensure this happens in future.

15. Date of next meeting

6th December

Action	By whom	Deadline
Design & source supply of car stickers	Sub committee	Feb 24
Meet the Committee article	Ben	Next meeting
Innovative running clothing proposal	Sub committee	Feb 24
Coaching strategy statement	Sandra	Next meeting
Inventory audit of race equipment	Sandra	Next meeting
Make bags for flags	Michelle	TBA
Ideas for 2024 anniversary celebrations	Sub committee	Feb 24
Track risks to be formatted	Sandra	Next meeting
Draft procedure for race budget preparation and expenditure monitoring/reporting	Michelle	Next meeting
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 and Exeter half races	Robin	TBA
Book Wyvern Club for 2024 AGM on 3 rd May	Sam	Next meeting
Promote South West Running Events fb group	Robin	ASAP
Apply for Herepath forestry permit	Ben	Jan 24
Design & source new flags	Dave/Joanna	Feb 24
Investigate paypal instalments and card machine	Michelle	Next meeting

Put Michelle in contact with Darren Webb	Sandra	ASAP
Attend EA inclusivity workshop	Simon/Dave/Helen N	Oct 23
Flesh out Christmas running competition ideas	Simon/Michelle	Next meeting
Investigate potential safeguarding issue	Helen N	ASAP