

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 6th December 2023

Old Inn

Present: Simon D (Chair), Peter, Linda, Joanna, Ben, Michelle, Helen N, Andrew

1. Apologies

Sam, Helen P, Robin, Sandra, Dave

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 – done (Ben)
- Innovative running clothing proposal – ongoing as part of 2024 anniversary (Linda & Helen P).
- Coaching strategy statement – done and on website (Sandra).
- Inventory audit of race equipment – done (Sandra)
- Make bags for flags – ongoing (Michelle)
- Ideas for 2024 anniversary celebrations – ongoing (sub-committee).
- 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 – done, to be reviewed by all (Michelle).
- UK club trip proposal – Giants Head and Exeter half in Feb suggested for 2024, Robin to publicise - done
- Book Wyvern Club for 2024 AGM on 10th May – not available for 10th so 3rd May agreed – done (Sam)
- Promote SW Running Events facebook group – new race advertising system now in place with Lou Mackley
- Apply for Herapath forestry permit – see below (Ben)
- Design & source new flags – ongoing (Dave & Joanna)
- Investigate paypal instalments – ongoing (Michelle & Ben)
- Put Michelle in contact with Darren Webb – done (Sandra)
- Attend EA inclusivity workshop – unclear if anyone attended?
- Christmas running competitions – done (Simon)
- Investigate potential safeguarding issue – ongoing (Helen N)

3. 20th Anniversary sub-committee update

Helen P had provided an update to Simon, including some questions for the committee:

- Sub-committee goals were agreed
- Year planner – there was discussion about the timing of a ball, whether this should be a substitute for the Christmas party and how the memorial run evening party fitted in. No conclusion was reached and the subject will be discussed again

at the next meeting. It was agreed there could be an open invitation to old (lapsed) members.

- It was suggested the college should be asked to recommend a location for the proposed clothing exhibition in May
- It was agreed that funds would be available for ID tags/car stickers or any other small gift item.
- Dave Urwin should be asked for ideas for a running celebrity to speak at an anniversary event.
- Simon agreed to contact Jamie Hill regarding a parkrun takeover in 2024.

4. 2024/25 financial budget

Michelle agreed to produce a draft budget for discussion at the next meeting.

5. Herepath

The proposed 2024 date now clashes with the Mendip Muddle which is now in the Somerset Series. Ben will agree an alternative autumn date with the school PTA and advise.

6. Food bank run/collection

Linda will organise a repeat of this in February

7. Recruiting new group leaders

Although most Wednesday groups are covered it was agreed a great depth of willing leaders would be useful. Helen P has some good ideas for this which will be passed to Robin for consideration.

8. Foot & Gait Clinic offer

The club has received an offer from the clinic to provide a 5-10 minute consultation to members with a subsequent discount. Helen N agreed to pursue with the clinic.

9. Club championship 2023

Simon needs to do some more work on the results and will provide an update by the end of the year.

10. Christmas run arrangements

All the usual runs will take place over the Christmas period. Robin to be asked to organise the arrangements for the Wednesday run on the 20th December. Michelle kindly offered to supply mince pies and GF/Vegan alternative again.

11. 2024 committee meeting dates

The following were proposed:

7 Feb, 3 April, 5 June, 7 August, 2 Oct, 4 Dec.

AGM on 3 May.

12. AOB

None

13. Date of next meeting

7th February 2024

Action	By whom	Deadline
Design & source supply of car stickers	Sub committee	Feb 24
Meet the Committee article	Joanna	Next meeting
Innovative running clothing proposal	Sub committee	Feb 24
Make bags for flags	Michelle	Feb 24
Ideas for 2024 anniversary celebrations	Sub committee	Feb 24
Track risks to be formatted	Sandra	Next meeting
Procedure for race budget preparation and expenditure monitoring	Michelle	Next meeting
Agree Herepath date and apply for forestry permit	Ben	Jan 24
Design & source new flags	Dave/Joanna	Feb 24
Investigate payment options for goods	Michelle/Ben	Next meeting
Investigate potential safeguarding issue	Helen N	ASAP
Contact Jamie Hill re parkrun takeover	Simon	Next meeting
Draft 2024/25 budget	Michelle	Next meeting
Food bank run/collection date	Linda	Next meeting
Consider ideas for recruiting new group leaders	Robin	Next meeting
Foot & gait clinic consultation arrangements	Helen N	Next meeting
Club championship results	Simon	End Dec
Publicise Christmas run on 20 th December	Robin	ASAP