

## RFRC Committee Meeting

### MINUTES

8:00pm Wednesday 3<sup>rd</sup> April 2024

Old Inn

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

#### 1. Apologies

Helen P, Andrew, Sandra, Dave

#### 2. Review actions from last meeting

- Supply of car stickers – Linda to source as part of 20<sup>th</sup> anniversary (ongoing).
- Meet the Committee article – ongoing (Joanna)
- Procedure for race budget preparation and expenditure monitoring – ongoing (Michelle).
- Apply for forestry permit for Herepath – application made and acknowledged (Ben)
- Investigate payment options for goods – ongoing (Michelle & Ben)
- Foot & Gait clinic consultation arrangements – no response from clinic – action closed (Helen)
- Club Championship results – to be communicated to club – to be done at AGM (Simon)
- Talk to John Lewis re Taunton half/marathon (Linda) – action passed to Simon
- Talk to Andrew re club communications (Simon) – done.

#### 3. 20<sup>th</sup> Anniversary sub-committee update

Helen P had provided an update to the committee. The following were agreed

- Sub-committee to make costed proposal for gift/emergency tag/wristband
- Simon to challenge party photobooth idea
- Simon to order test hoody from Amazon in blue

#### 4. AGM preparation

The following needs to be done:

- 2023/24 accounts and treasurers report – Michelle
- Chair's report – Simon
- Order £300 of sportsshoes vouchers for awards – Peter
- Recover trophies from previous winners – Robin/Simon/Peter
- Include request for raffle prizes in AGM email - Peter

#### 5. Club charity for 2024/25

It was agreed to roll forward St Margaret's Hospice for another year.

#### 6. First Aid/CPR training

Helen agreed to organise CPR training at the memorial run.

## 7. Nomination of vice chair for 2024/25

Joanna Gavins agreed to be nominated.

## 8. Nomination for George Hudson award

It was agreed unanimously to nominate Helen Phillips for her work on the 20<sup>th</sup> anniversary celebrations.

## 9. parkrun takeover

Simon reported that all was on track for 6<sup>th</sup> April and he would obtain the club flags from Sandra.

## 10. AOB

- Ben agreed to update the club championship page on the website
- Simon to obtain update on Humdinger status from Sandra
- Robin to try and find out status of Giants Head event
- Helen to order flowers for partner of Scott Weetch
- Michelle to update finance procedures following comments from Peter & Simon
- Robin reported he had recruited a potential seven new leaders and would add them to the facebook group
- It was agreed to rotate the walking group with groups 7/8 for the summer
- Linda was thanked for her long service on the committee

## 11. Date of next meeting

5<sup>th</sup> June 2024

Action	By whom	Deadline
Supply of car stickers	Linda	Next meeting
Meet the Committee article	Joanna	Next meeting
Procedure for race budget preparation and expenditure monitoring	Michelle	Next meeting
Investigate payment options for goods	Michelle/Ben	Next meeting
Talk to John Lewis re Taunton half/marathon	Simon	Next meeting
Costed proposal for anniversary gift	Helen P	Next meeting
CPR training	Helen N	Memorial run
Update club championship page on website	Ben	ASAP
Humdinger status	Simon/Sandra	ASAP
Giants Head status	Robin	ASAP
Update finance procedures	Michelle	Next meeting