



Committee Meeting

7.30 pm Wednesday 9th September 2020

Via Zoom

MINUTES

	Item	Action
1.	<p>Present on Zoom</p> <p>Ian Marriot (IM)[Chair], Suzanne Peel-Yates Bass-Twitchell (SPBT), Natasha Berry (NB), Nicola Crookes (NC), Chloë Plester (CP), Sarah Scott (SS), Serge Daval (SD), Richard McMahon (RM)[minutes].</p> <p>In attendance: Claire Frogley (CF), Head Coach.</p>	
2.	<p>Apologies for absence</p> <p>Maxine Sutton (MS) and Christopher Noble (CN).</p>	
3.	<p>Accuracy of minutes of meetings 10th June and 21st July 2020</p> <p>The minutes were confirmed as an accurate record.</p>	
4.	<p>Matters arising from previous meetings not elsewhere on agenda</p> <p>None.</p>	
5.	<p>Committee Officer Updates</p> <p><u>Chairman</u></p> <p>IM noted the very successful re-starting of the Club under the England Athletics (EA) guidelines led by CF. The Club will monitor the effect on Club sessions of the recent Government announcement of the re-introduction of restrictions on the size of social gatherings. [Post meeting Note: EA subsequently announced that running club sessions should not be affected].</p> <p><u>Treasurer</u></p> <p>In her absence, MS had sent a report for the Committee. The balance of the main account is £2,177.34 and for the Chicken Run account is £7,023.41. The deposit has been paid to the band for the Christmas party,</p>	

	<p>but no request for a deposit has been received from Banbury Rugby Club for the venue.</p> <p>MS also reported that she has written a new piece about GPG for the website.</p> <p><u>Club Secretary</u></p> <p>RM reported that he continues to monitor EA guidelines relating to COVID-19. The Club had also received 180 Kind Protein bars from Virgin Sport and had started distributing these at sessions.</p> <p><u>Membership Secretary</u></p> <p>SPYBT informed the Committee that there are currently 84 members, with one to register with EA. The planned increase in athlete registration fees from £15 to £16 had been deferred by EA due to the pandemic.</p> <p><u>Merchandise Officer</u></p> <p>No report.</p> <p><u>Race Secretary</u></p> <p>SD reported that the Virtual Championship races had been well attended, with the last one the coming weekend. The Virtual Handicap loops are still active and it was agreed to keep the competition open until the end of October.</p> <p><u>Social Secretary</u></p> <p>CP informed the Committee that whilst the deposit for the band for the Christmas party had been paid, three requests for an invoice from Brackley Rugby Club had not had any response. However, it is looking increasingly unlikely that we will be able to hold the party this year.</p> <p><u>Webmaster</u></p> <p>NC has added the COVID guidelines to the website and confirmed that the GPG information had been received from MS. SD noted that there is an app ('Spond') that may be useful for booking members onto sessions if we have to restrict numbers due to COVID.</p>	
6.	<p>Head Coach</p> <p><u>Feedback on restarting of Club sessions</u></p> <p>Sessions have gone smoothly since the restart. No concerns or complaints received from the public, members or Town Council.</p> <p><u>Feedback from Session Leaders meeting</u></p> <p>CF reported that the session leaders meeting was held on the 2nd September. No negative feedback about the current arrangements had been received. During the meeting arrangements for notifying sessions on Facebook were clarified and it was agreed to drop the polls for the</p>	

	<p>different sessions. Facebook posts for winter routes should include a reminder about hi vis and/or lights. It was reinforced that the warm up should be dynamic, avoiding static stretching, in line with LiRF training.</p> <p><u>Potential new LiRFs</u></p> <p>CF noted that we have recently lost two LiRFs. Chloe Plummer has volunteered. It would be helpful to have a new LiRF from among the members who regularly do the 6- or 7-mile routes. A number of suggestions were put forward. The Committee agreed to fund the LiRF training.</p> <p><u>Couch to 5k</u></p> <p>Chloe Plummer has expressed an interest in running a Couch to 5k programme. The Committee has previously looked at this and decided that as there were others in the town offering beginners' programmes it was not necessary. However, Claire Targonski has now moved to Scotland and Allyson Anstee is not running her course at present so it was agreed that it would now be timely for the Club to consider running a programme.</p>	CF
7.	<p>EA Club Standards – Gap Analysis</p> <p>RM reminded the committee that EA published voluntary Club Standards at the beginning of the year and that at the June meeting he had been charged with bringing forward a gap analysis to demonstrate what the Club would have to do if it chose to meet the standards. The gap analysis had been circulated to the Committee with the agenda.</p> <p>The Club is compliant with the standards relating to the constitution, the grievance and disciplinary policy, GDPR, use of licensed session leaders and the health and safety policy. The Club does not have an inclusion policy, but EA has published a template for clubs to adopt. The EA standards require the Club to appoint two welfare officers that are appropriately trained, and EA has provided a template role description. The proposal to seek volunteers from within the Club to act as welfare officers received unanimous support from those present, with the suggestion that preferably one would be male and one female. Having one or more welfare officers would facilitate the Club meeting the standard relating to having a safeguarding policy and, if they were to report to the Membership Secretary, the standard relating to the make up of the Club Committee.</p> <p>It was agreed to implement the actions listed on the gap analysis.</p>	RM
8.	<p>AGM and Presentation Night</p> <p><u>AGM - Logistics</u></p> <p>It is looking increasingly unlikely that the AGM will be able to be held in person. One option would be to defer the meeting until next year, however this would require the holding of an EGM, and there is no</p>	

	<p>certainty when in 2021 it would be possible to hold it. The other option would be to hold the meeting using Zoom or a similar facility. NC stated that she had participated in an on-line AGM and that it had worked well. RM reported that EA had recommended a document from Club Matters that gave advice on online meetings including AGMs. After discussion it was agreed to hold the AGM on line. NC agreed to look into costs and facilities through Zoom. We will need to think about logistics; eg questions in advance, explain to all how to mute etc..</p> <p><u>Committee member retirements</u></p> <p>IM confirmed that he would be standing down at the AGM. No other committee members present indicated they would not be standing. MS had also messaged to say she would stand. RM will check with CN. [Post meeting note: CN will stand again at the AGM]. There is likely to be at least one member willing to put themselves forward as the new chair.</p> <p><u>Presentation Night</u></p> <p>It was agreed to defer the presentation night – possibly to the same night as the deferred Christmas party. After discussion it was agreed to give trophies for the Virtual Championships and the three Virtual Handicap routes. The costs would be off-set by not presenting any awards for achieving Club Standards and choosing more economical trophies. NC will obtain a quote.</p> <p><u>Club Awards and Standards</u></p> <p>It was agreed that there would be no Club Awards or awards for Club Standards this year.</p>	<p>RM</p> <p>NC</p> <p>RM</p> <p>NC</p>
9.	<p>Newsletter</p> <p>RM agreed to pull together a list of items for the next newsletter when he prepares the minutes and once the update from EA on whether sessions can continue is known.</p>	
10.	<p>Any Other Business</p> <p>CP commented that Run the Claydons appears to be going ahead and asked if it might be included in the Club Champs. It was noted that the only competitions currently in progress are the Virtual Champs and Handicap loops.</p>	
11.	<p>Date of Next Meeting</p> <p>Next meeting to be AGM – date to be arranged through a Doodle Poll.</p>	