



## Committee Meeting

Held on Wednesday 25<sup>th</sup> April 2018

At 3 Brewin Close, Brackley, NN13 6NX

### M I n u t e s

	Item	Action
	<p><b>Present</b></p> <p>Ian Marriott (IM) [Chair], Nikki Jenkins (NJ), Natasha Berry (NB), Nicola Crookes (NC), Claire Frogley (CF), Adrian Crookes (AC), Chris Noble (CN), Julie Waller (JW), Suzanne Peel-Yates Bass-Twitchell (SPYBT), Richard McMahon (RM) [Minutes]. Guest: Amy Frith (first item only)</p>	
1.	<p><b>Opportunities for England Athletics to support the Club.</b> Amy Frith, Club Support Manager (Bucks and Northants), EA.</p> <p>Amy opened her presentation introducing herself. Amy has worked for EA for eight years, and since the birth of her child has worked part time 3.5 days per week. The purpose of her visit was to describe how she and EA could help with the growth and development of the Club.</p> <p>Amy then described a number of programmes available:</p> <ul style="list-style-type: none"> <li>• Club Run – Aimed at road running clubs, this programme supports coaches, leaders and members in the Club towards a common goal – eg a number of members working towards a half marathon. EA would put a programme in place involving three progressive sessions. The next wave of applications will be in September.</li> <li>• Game Changers – Aimed at young volunteers aged 14-25.</li> <li>• Spirit of 2012 – funded by the 2012 legacy charity, this supports clubs to recruit and retain volunteers.</li> <li>• Satellite Clubs – Aimed at 11-25 year old age group.</li> <li>• Coach and leader development. These two day workshops are aimed at developing movement skills for runners. Description suggests it is about field athletics, but it is more for runners.</li> <li>• Physical preparation – builds on movement skills (1 day).</li> <li>• LIRF to CIRF workshops. – three hour workshops for those considering undertaking the CIRF course. Can be run in-house even for small numbers.</li> <li>• Bespoke club support – eg setting up junior section, nutrition, facility development, mental health campaign, wheelchair racing group, beginner groups, grant applications.</li> <li>• Gun to tape course - for new race organisers.</li> </ul>	

	<ul style="list-style-type: none"> <li>Flying coach visits – EA provides an experienced coach to support the club over a number of visits.</li> </ul> <p>During open discussion it was agreed that;</p> <ul style="list-style-type: none"> <li>Amy would be invited to join the Club to run with us on a Tuesday or Thursday</li> <li>Amy will look into software available to support the Race Secretary</li> <li>Amy will look at the GDPR paragraph on the revised membership forms.</li> <li>RM will act as point of contact between the Club and Amy.</li> </ul> <p>The Committee thanked Amy for attending and presented her with a Chicken Run (CR) T shirt.</p>	<b>RM</b>
2.	<p><b>Apologies for absence</b></p> <p>None.</p>	
3.	<p><b>Accuracy of minutes of meeting 31<sup>st</sup> January '18</b></p> <p>The minutes were agreed as a correct record.</p>	
4.	<p><b>Matters arising from previous meeting not elsewhere on agenda</b></p> <p><u>New Runner Handout</u></p> <p>NC noted that we need to check the GDPR content, otherwise this is now completed.</p> <p><u>Chicken Run T shirts</u></p> <p>CN reported that we are now sold out of many sizes. It was agreed to try to sell the remaining stock on CR day.</p> <p><u>Gait Analysis Presentation</u></p> <p>CN reported that there had been no progress from his contact, so the item will be deferred until further notice.</p> <p><u>Leadership in Running Fitness</u></p> <p>RM reported that he and Gareth Mead were attending the LIRF course in Bedford on the 29<sup>th</sup> April.</p> <p><u>Facebook</u></p> <p>IM picked up a couple of items from the previous meeting which were noted by all present.</p> <p><u>Club Policies</u></p> <p>RM reported that EA is due to provide a template privacy policy for clubs in line with GDPR, and that he would revise the Club's policy when this becomes available. In addition, he and CF had reviewed and updated the Club's risk assessment for Club nights. IM has circulated this to the session leaders group for comment, after which it will be amended as necessary.</p>	<b>RM</b>
5.	<p><b>Committee Officer Updates</b></p>	

	<p><u>Chairman</u></p> <p>IM reflected on the presentation made by Amy and suggested in the long term the Club may consider setting up a junior section. This would depend on demand and on resources, both people and facilities, that the Club would have to provide. It was agreed to ask Amy if she could send us information about what setting up a junior section would entail. RM will contact her.</p> <p>IM asked about the ‘trophies’ for club standards and suggested that a mock-up be put on Facebook so that members could see what they would get. NC will follow up.</p> <p><u>Club Secretary</u></p> <p>RM reported that EA had asked all club secretaries to check the DBS status of all their coaches and leaders, and that all active leaders in the Club are currently licensed.</p> <p><u>Treasurer</u></p> <p>JW stated that the Club remains in a healthy financial state with a balance in the region of £9.5k. Currently need to pay for the storage unit. Many of the Chicken Run commitments have been paid for.</p> <p><u>Membership Secretary</u></p> <p>Membership renewals have come in slowly. Some have paid without completing the form, and some have completed the form but not paid yet. NC stated that there were a significant number who have not opened the email. SPYBT will continue to chase outstanding renewals. NC will identify who has not seen the email.</p> <p><u>Merchandise Officer</u></p> <p>Low on certain sizes of T shirts. Ordering small numbers is prohibitively expensive. Also low on hoodies, but these are easier to source.</p> <p><u>Race Secretary</u></p> <p>The Club Championship has been popular with 15 women and 21 men having competed so far. For the handicap, there have been 16 women and 14 men who have taken part. Club Standards – two members have submitted so far. The rules may need tweaking next year.</p> <p><u>Social Secretary</u></p> <p>Recent pub socials have been well attended and the Colworth Marathon Challenge seems popular; we don’t know for sure how many members have booked places. CF proposed an additional summer social event. It was suggested that tenpin bowling would be different from previous events. Provisional date 14<sup>th</sup> July.</p> <p><u>Webmaster</u></p> <p>GDPR work on the website is complete. Race reports are being regularly submitted, in some cases unsolicited!</p>	<p><b>RM</b></p> <p><b>NC</b></p> <p><b>SPYBT</b></p> <p><b>NC</b></p> <p><b>CF</b></p>
<p><b>6.</b></p>	<p><b>Chicken Run Committee Feedback</b></p> <p>IM Noted that the CR meeting was happening the following night. However, the Club has met with representatives of Faccenda who</p>	

	suggested providing three-year sponsorship funding in order to give the Club certainty about the event for the coming years. One possible development this year is that Colin Whitehead has offered to set up a massage tent.	
7.	<p><b>Hilly 100</b></p> <p>Currently 19 members have signed up. Planning on organising the support so that two teams can be entered. NB will organise a meeting to brief participants. Entry form still needs to be submitted.</p> <p>NB noted that there were two members interested so far in the spare place for Race to the Tower. Ballot to be drawn on next Tuesday Club night.</p>	<b>NB</b>
8.	<p><b>Litter Pick</b></p> <p>CN proposed the Club undertake a litter pick on a Club night; running as normal to destination (EG Hinton), and then collecting litter on the way back. The Council has a scheme under which it supplies the kit and collects rubbish. The CR hi-vis vests could be used if necessary. The suggestion was warmly received and CN will pursue the idea further.</p>	<b>CN</b>
9.	<p><b>MailChimp Demonstration</b></p> <p>NC demonstrated the MailChimp software that allows management and tracking of Club emails. The demonstration was well received and NC will give committee members who would like it access to the system.</p>	<b>NC</b>
10.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• SPYBT proposed that the Club should do something in memory of Matt Campbell who died 3.7 miles from the finish line whilst participating in the London Marathon. It was agreed to dedicate the Time Trial on the coming Thursday to the Finish for Matt movement, with the Club donating £3.70 for each participant and volunteer on the night.</li> <li>• NB suggested providing bib magnets with the Club logo on at the CR. This item was referred to the CR committee.</li> </ul>	
11.	<p><b>Date of Next Meeting</b></p> <p>RM will organise a Doodle poll for dates in July before the school holidays start.</p>	<b>RM</b>