



## Minutes of Committee Meeting

7.30 pm Wednesday 31<sup>st</sup> January 2018

Brasenose Drive, Brackley.

	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), Richard McMahon (RM) [Minutes]</p>	
1.	<p><b>Apologies for absence</b></p> <p>Julie Waller (JW), Suzanne Peel-Yates Bass-Twitchell (SPYBT)</p>	
2.	<p><b>Accuracy of Minutes of Meeting 27<sup>th</sup> November '17</b></p> <p>The minutes of the previous meeting were agreed as an accurate record.</p>	
3.	<p><b>Matters arising from previous meeting not elsewhere on the agenda</b></p> <ul style="list-style-type: none"> <li>• <u>New Runner Handout (NC/SPYBT)</u> NC has revised the handout, and the statement provided by England Athletics relating to the sharing of personal information with them has been added. These will be printed two sided on A4 by CN. The possibility of adding a shirt to the new member fee was discussed, but it was agreed the best approach is to attach the kit list and size guide with membership form.</li> <li>• <u>Chicken Run T shirts (CN)</u> CN has obtained the surplus Chicken Run tee shirts from Dawn. There are about 50 of different sizes. It was agreed to offer these for £3 via Facebook on a first come first served basis. We ordered a large number because of the pricing structure of the producers and disposing of these extras will not incur a loss for the Club.</li> <li>• <u>Gait Analysis Presentation (CN)</u> CN confirmed that the plough can't accommodate this session. It was suggested that this session be linked with another Q&amp;A session similar to that held last year. CN to follow up with possible venues including the Football Club, the WI Hall and the Old Fire Station.</li> <li>• <u>Leadership in Running Fitness Nominees (IM)</u></li> </ul>	<p>CN</p> <p>CN</p> <p>CN</p>

	<p>There had been no volunteers to undertake this course. RM has put himself forward. One name was put forward at the meeting and RM agreed to follow this up.</p> <ul style="list-style-type: none"> <li>• <u>Feedback from session leaders' meeting (IM)</u></li> </ul> <p>CF had previously circulated the minute of the meeting, which it was agreed had been very productive. IM summarised the areas discussed, including: Locker 12, new member handouts, first aid kit, not to congregate on the bend, identifying new members, GPG hosts, the need to consider setting off in different groups due to narrow nature of parts of the routes (EG Manor Road), new sessions, (mainly for summer) and safeguarding (see item 8 below). Another meeting will be planned for later in the year.</p>	RM
4.	<p><b>Committee Officer Updates</b></p> <ul style="list-style-type: none"> <li>• <u>Chairman</u></li> </ul> <p>IM commented that the AGM had been a successful and enjoyable night.</p> <ul style="list-style-type: none"> <li>• <u>Club Secretary.</u></li> </ul> <p>RM reported that he had been dealing with a complaint about a runner knocking into a pedestrian on Banbury Road one Sunday morning. On investigation it seemed highly unlikely it was a Club member and the complainant seemed to be satisfied.</p> <p>Brad Hook's entry to the VMLM has now been fully processed.</p> <ul style="list-style-type: none"> <li>• <u>Treasurer</u></li> </ul> <p>In JW's absence RM read out from the report she had sent through. The club currently has approximately £9,300 across both accounts. The end of year accounts are nearly complete. The Xmas party has been paid for and also the deposit for the hire of the toilets for Chicken Run. So far 10 members have been reimbursed for their entry to the MK Festival of Running. The mandate form for the bank accounts is now with IM.</p> <ul style="list-style-type: none"> <li>• <u>Membership Secretary</u></li> </ul> <p>In SPYBT's absence RM reported that there are currently 75 members on the database; the highest ever membership.</p> <ul style="list-style-type: none"> <li>• <u>Merchandise Officer</u></li> </ul> <p>See item above regarding Chicken Run Tee shirts.</p> <ul style="list-style-type: none"> <li>• <u>Race Secretary</u></li> </ul> <p>AC reported that the Championships and Handicap were now underway and that there had been good attendance so far.</p> <p>The final of the Time Trial was discussed, and how the failing light meant it had to be held earlier in the evening which meant some members couldn't get there and even then there was a safety issue. A number of ideas were discussed for moving the final, recognising the need to avoid school holidays as much as possible.</p>	AC

	<p>It was suggested that moving the final to a Sunday may be the best solution and AC will investigate options.</p> <ul style="list-style-type: none"> <li>• <u>Social Secretary</u> Feedback about the Xmas party has been very positive. One or two concerns raised about the disco. The welcome drink had been particularly well received. With the increasing membership of the Club, we may need to consider something different next year.</li> <li>• <u>Webmaster</u> All the amendments to the website agreed at the previous meeting have been actioned. Kevin Tustian has done the first race report.</li> </ul>	
5.	<p><b>Chicken Run Committee Feedback</b></p> <p>The meeting took place last week. Following difficulties with timing in previous years, Serge and Karine were invited to do a presentation at the CR meeting as they run a timing business in France. It was felt they could provide a good service at a competitive rate. Toilets and first aid have been booked. It may be necessary to do a detour from the usual route as a gate has been installed across one of the roads. We will see if we can get it opened for the race, otherwise there will be a gap large enough for a horse, which will probably suffice as the field will have strung out by then. This will be added to the race risk assessment. Next meeting is in a couple of months when it will be necessary to confirm sponsorship, T shirts etc.. It will be necessary to start moving items out of the lock-up up to 4 weeks before the event. Nominations made to receive a donation following the Chicken Run were the organisation raising money for another defibrillator in Brackley, Autism Concern, and the local Air Ambulance. RM will check with SPYBT and JW if they want to nominate a charity and will then set up a Doodle poll.</p>	RM
6.	<p><b>Club Standards</b></p> <p>AC had previously sent round a link to the system for club standards used by Buckingham and Stowe Running Club (BSRC) and proposed this should be the system adopted by BDRC. Following discussion, it was agreed to introduce this system as it is a non-competitive way of motivating runners of all abilities to seek to improve their performance. AC agreed to administer the scheme for the first year. The Club will need to be strict in putting the responsibility for demonstrating achievement of standards on the individual athletes. IM has spoken to the person who runs it at BSRC who has commented that they may have set their standards slightly low. NC agreed to investigate suitable medals/trophies and to work with AC to get the scheme advertised ASAP.</p>	AC/NC
7.	<p><b>Hilly 100</b></p> <p>NC has had contact from the organisers apparently an email has already gone out but no one on the committee has seen it. NC has</p>	NB

	asked them to include the generic club email in all future correspondence. 27 <sup>th</sup> May is provisional date. NB will email out to gauge interest.	
8.	<p><b>Sports England Clubmark</b></p> <p>RM reported that he had been in touch with the England Athletics Development Officer for the county who had offered support, including financial, for the Club to pursue Clubmark. However, she had warned that most clubs struggle with the requirement for all coaches and session leaders to have attended a face to face safeguarding session. IM had explored this at the recent session leaders meeting and there was a similar lack of enthusiasm among ours. It was agreed not to pursue this any further at this time.</p>	
9.	<p><b>Club 10 Year Celebration</b></p> <p>CF suggested that the Colworth Marathon Challenge commencing on 22<sup>nd</sup> June and running all weekend be a Club event to celebrate the Club's 10<sup>th</sup> anniversary. There are distances for all abilities, and there is free camping and some access to food etc. The proposal was agreed by the committee and CF will advertise it. It was decided not to hold a separate social event to celebrate the anniversary, but to link it to the summer social.</p>	CF
10.	<p><b>General Data Protection Regulations</b></p> <p>NC reported that she had implemented the necessary changes to meet the new regulations when they come in to force. When we write out inviting members to renew, we will need to add information about how the Club uses their information and seek updated emergency contact information.</p>	NC/SPYBT
11.	<p><b>Facebook</b></p> <p>A very small number of members have raised various concerns verbally and in writing about some items posted on the Club's Facebook page. These were discussed by the committee and it was agreed the advantages of an open Facebook page outweighed a more closed approach. It was proposed to send an email to all members reminding them of how the Club expects its Facebook page to be used. CN stated that a separate email was unnecessary as members would be informed when the revised policies and code of conduct were published and requested that this be noted in the minutes. After due consideration, the committee decided to send the email. RM will feedback to the members who had been in contact prior to the email going out.</p>	RM
12.	<p><b>Club Policies</b></p> <p>Following the agreeing of the new constitution at the AGM, RM had revised and circulated the Club's disciplinary and health and safety rules as policies. Some of the items in the H&amp;S rules seemed more appropriate as part of the Club's code of conduct so RM had added these in. CF highlighted that the Tuesday night risk assessment needs</p>	RM/CF

	to be reviewed and may affect the Code of Conduct. CF agreed to work with RM on this. The two policies were agreed. The Club's privacy policy will need to be revised in the light of GDPR.	
<b>13.</b>	<p><b>Any Other Business</b></p> <p>AC proposed that BDRC undertake a club takeover of parkrun. This was agreed. AC will speak to Gareth Bowden.</p> <p>RM will revise the Club's VMLM ballot rules with the Silverstone Marathon not taking place, and consider adding marshalling at the Club's parkrun takeover.</p> <p>The need for minor amendment to the Club records was noted. NC and CN will sort.</p>	<p>AC</p> <p>RM</p> <p>NC/CN</p>
<b>14.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>RM will undertake a Doodle poll.</p>	<p>RM</p>