



## Minutes

Date: Tuesday 7<sup>th</sup> March 2017

Venue: Geoff's house

Time: 20:00hrs

Meeting: Committee Meeting

Scriber: Theresa Lamble

## Agenda

The items on the Agenda for the committee meeting on Tuesday 7<sup>th</sup> March 2017 will be as follows:

1. Membership Update
  - 1.1. Handover of Membership Folder.
  - 1.2. Discuss resignations and what can be learnt.
  - 1.3. Discuss moving to online membership payments as advertised in EA email.
2. Financial Update
  - 2.1. Summary and Update on Accounts Meeting regarding the club's Lloyds account.
  - 2.2. Update on accounts information now retrieved.
3. Welfare/Wellbeing Update
  - 3.1. Grievances - Format of Minutes.
  - 3.2. Review of Club Risk Assessment.
  - 3.3. Review of EA Guidance for Use of Social Media.
  - 3.4. Update on Coaching including; insurance and advice on injury prevention.
4. Social Events
  - 4.1. The London Marathon coach.
  - 4.2. Ideas for future events.
5. Championship Update
  - 5.1. Handover of Championship Spreadsheets.
  - 5.2. Goring 10K outcome.
6. Cross Country Update
  - 6.1. End of season review and results.

7. MEMBER'S MOTIONS

7.1. To be confirmed

8. Any Other Business?

8.1. Ordinary meeting regarding Garden Town - officer's ideas for discussion.

8.2. Awards timeline.

8.3. Collection of bibs.

8.4. Updating of register.

8.5. Officer's email addresses.

8.6. Chris Moffatt - Tail Runner Coordinator.

8.7. Pacing Groups

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## Officers Present

\*Geoffrey Jackson (President)

\*Daniel Fisher (Chair Person)

\*Theresa Lamble (Secretary)

\*Ben Adams (Treasurer)

\*Claire Jones (Membership secretary)

\*Simon Woods (Social Secretary)

\*Meg Stanton-Humphreys (Wellbeing officer)

\*Alan Murphy (Wellbeing Officer)

\*Paul O'Connell (Championship Coordinator)

## Apologises:

Mike Suggate (Cross Country Coordinator)

Meeting commenced at 20:25

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Action / Deadline

Dan opened the meeting and thanked everyone for turning up.

## 1. Membership Update

### 1.1 Handover of membership folder.

Dan has the membership folder and will hand over at his soonest.

Dan / ASAP

### 1.2 Discuss resignations and what can be learnt.

The committee discussed in great detail, the resignations over the last month and what could be learnt from them.

One topic arising was support for new runners. The committee felt that this was being dealt with adequately as the club has been trying to run a buddy system. However Simon mentioned that introducing the pacing groups that had previously discussed in January's Ordinary meeting would improve the support to new and existing members while generating social circles.

Ongoing (see 8.7 below)

### 1.3 Discuss moving to online membership payments as advertised in EA email.

Claire has looked through the England Athletics (EA) Portal and feels that having this option for the club members, will save time and make keeping a tally of outstanding members easier as there is a spreadsheet that can be accessed.

Moving this renewal process to online, will enable the members to take ownership of any change of personal details that may have occurred since the last renewal.

Claire will format a letter of renewals for all members and she will send out a preliminary email detailing that we will be taking online payments via the England Athletics Portal for this year, members that do not have access to online banking will be able to make payments with cheque and cash.

Claire / April 4th

It was agreed that there will be a delay in setting up the online payments due to the accounts access, but this process will be discussed at the next committee meeting in April. The renewals deadline is 30<sup>th</sup> June 2017 so it was felt that we have enough time to manage this.

Ben and Claire / Ongoing

## 2. Financial Update

### 2.1 Summary and Update on Accounts Meeting regarding the club's Lloyds account

Lloyds Clubs and Societies Business have given us a reference number to provide ID at a convenient Lloyds bank branch. The ID is needed by the signatories (Ben, Dan and Theresa) and it was agreed that this will be completed at their soonest convenience.

Ben, Dan and Theresa / ASAP

### 2.2 Update on accounts information now retrieved.

The account spreadsheets have now been handed over.

Claire has reported that there are eight members who need to be paid via the EA Portal. Claire and Ben are working closely to ensure these are paid once access is gained to the account.

Ben and Claire / Ongoing

Theresa has monies owing to her from Cross Country and AGM arrangements and has the beginner's income to pay into the club account.

Sian Loveless has paid the deposit of the chip timing for Didcot 5 event which requires reimbursement, once the accounts are accessible by the new signatories.

Dan has paid for the AGM trophies and requires reimbursement.

Ben / Ongoing

It was agreed that John's the motions cannot be complete without marrying up the bank accounts with the account spreadsheets. Dan will apologise to the members for the delay in completion of this action. Once the new signatories have access to the accounts, a full categorised list will be published to all members at the soonest convenience.

Ben / Ongoing

### **3. Welfare/Wellbeing Update**

#### **3.1 Grievances – Format of Minutes.**

The Officers felt it was their duty to keep the members up to date with any issues developing in the club.

However it was agreed that the minutes should be a precise summary detailing decisions made rather than the discussion process beforehand giving the members. Statements should be factual, consider the truthful at the point of publication and of public interest in order to avoid the publication of opinion that may lead to upset. Theresa is to work with Alan and Meg to make sure this occurs.

Alan, Meg and Theresa / Ongoing

#### **3.2 Review of Club Risk Assessment.**

Alan and Meg have produced a list of things to change in the risk assessment. The remaining Officers will review the list before the next meeting and report back any issues with the changes. If not issues arise Alan and Meg will add their findings to the risk assessment.

Ongoing

#### **3.3 Review of EA Guidance for Use of Social Media.**

Alan and Meg stated that the majority of the EA guidelines were aimed at safe use of social media for children however there is a section on setting up your own guidelines that Alan and Meg can use to create a Didcot Runners Social Media Guidelines document.

Alan and Meg / April 4th

#### 5.4 Update on Coaching including, insurance and advice on injury prevention.

Dan has said that Kirsty has been in touch and although has other commitments to Compton she would be happy to help where possible. Unfortunately she is not qualified to give advice on injury prevention. However Kirsty has mentioned that she is holding an event on April 1st, Underground Ultra to help runners with their performance. There are 12 places available and registration is online at <https://www.undergroundultra.co.uk/event.php?s=outer-elements-running-workshop-oerw>. Dan will circulate this workshop to members to keep everyone informed.

Dan / ASAP

It was suggested that having talks organised by professionals would be beneficial to the club members. Alan and Meg will be in contact with the Didcot Town Football club physio to see what they can offer; they will also look at EA to see if there is anything we can access through them. Simon will speak to a Muscle Activation Point advisor 'magic hands' which teaches members to facilitate this on themselves. It was agreed that Didcot Runners may advertise their services on the club website so members will have a reference for guidance.

Ongoing

Dan will organise a meeting to discuss any website changes for the near future.

Dan / ASAP

Alan and Meg are to approach the EA to find out if they can help us with coaching.

Alan and Meg / April 4th

## 4. Social Events

### 4.1 The London Marathon coach.

Simon reported that only four members had come forward for the coach trip, which is not financially feasible to confirm. It was decided that if no one else came forward in the next week Simon would speak to Great Western Railway to see if he can haggle a discount for a group day ticket. Simon will be in touch with members to communicate this.

Simon / Ongoing

### 4.2 Ideas for future events.

Simon would like to hold a Didcot Runners Bake off, this will entail putting the gazebo up in a pub garden and members will 'enter' baked goods to be judged by other members.

Simon / Ongoing

## 5. Championship Update

### 5.1 Handover of Championship Spreadsheets.

Dan has handed over all the spreadsheets to Paul; Theresa has cleared the website of championship results on the front page

## 5.2 Goring 10K outcome.

Paul will send an email to John Talbot to update the Championship standings on the website.

Paul / ASAP

It was noted that Theresa published the results on the website and emailed them to Rob Sharp to publish in the local Herald, but it wasn't picked up in time. Rob Sharp has agreed to communicate all results on the FB page as to the deadlines and also to encourage people to share their results.

Ongoing

It was suggested that a system to award the loyalty of member who actively represent the club in the cross country, championship races and external races. The idea is to encourage and motivate members to attend these events and advertise Didcot Runners.

Alan and Theresa / Ongoing

## 6. Cross Country Update

### 6.1 End of season review and results.

Qualifying results were:

- Women Senior winner was Eileen Naughton
- Vet35 Winner was Clare Ludlow, 2nd place was Theresa Lamble
- Men Senior winner was Ben Adams, 2nd place was Daniel Fisher
- Vet40 winner was Andrew Forster, 2nd place was Jonathan Boucard
- Vet50 winner was Dave Knopp, 2nd place was Noel Francis

Trophies will be discussed along with the AGM in November.

Closed

### 6.2 The Cross-Country AGM is Wednesday 3rd May

Both Mike and Theresa will be unable to attend the meeting and have therefore asked for another committee member to go instead. This will be agreed at the next meeting as the date is not published yet and may change.

Ongoing

## 7 Member's Motions

There were no motions brought forward by members.

## 8. Any Other Business?

### 8.1 Ordinary meeting regarding Garden Town – officer's ideas for discussion.

This discussion will be carried over to the next meeting.

Ongoing

### 8.2 Awards timeline.

Dan asked if anyone had any question about the timeline he shared with the committee. The Officer present felt that there were no issues with the information provide. The table will be appended to the back of these minutes.

Action Closed

### 8.3 Collection of bibs.

Theresa has collected the bibs.

Action Closed

### 8.4 Updating of register.

Theresa has updated the register with Thursday sessions. Any news comers trailing the sessions will be notified to Claire so she can follow up on their expectations from the club. Claire will update the font size for the following month.

Claire / 4<sup>th</sup> April

### 8.5 Officer's email addresses.

Theresa has now set up all officers' email addresses with John Talbots help, alongside Tailrunner, suggestions and [committee@didcotrunners.org.uk](mailto:committee@didcotrunners.org.uk)

Action Closed

### 8.6 Chris Moffatt – Tail Runner Coordinator.

Theresa has provided Chris with some guidelines to use the Doodle poll and will continue to offer further assistance if required.

Chris has been using the poll over the last couple of weeks and all is work well. The committee felt Chris was the right person to do the job and were happy to see him taking a hands on approach to the role.

Action Closed

### 8.7 Pacing Groups

It has been suggested that we run a pacing group once a month starting end May 2017.

Pacing groups will be voluntary so members can choose to complete the run as per normal or participate in a group. The committee agreed they should show an active commitment to the plan by running as the pacers. Simon volunteered to devise a plan and bring to the next meeting to discuss committee involvement ongoing.

Simon / 4<sup>th</sup> April

#### 8.8 Run Leader course

Andy Gordon has approached two members to help with the Thursday Sessions. Lisa Herbert has accepted the request and is enthusiastic to help. Lisa would like to become a coach, this will be discussed further at the next meeting. However Theresa informed the group that Lisa will need to do a run leaders course before and be a qualified run leader for a minimum of 3 months. The Officers agreed to put Lisa on the Run Leaders course and will forward information about coaching courses to Dan.

Theresa / ASAP

Date for next meeting: Tuesday 4<sup>th</sup> April, 20:00hrs, At DTFC

Subjects to be discussed at the next meeting:

- Club Accounts
- Membership Folder
- Risk Assessment
- Social
- Pacing groups

Meeting closed by chairman at 22:25.

Signed: T Lamble

Date: 7<sup>th</sup> March 2017