



Minutes

Date: Tuesday 4th April 2017
Venue: Didcot Town Football Club
Time: 20:00hrs

Meeting: Committee Meeting
Scriber: Theresa Lamble

Agenda

The items on the Agenda for the committee meeting on Tuesday 4th April 2017 will be as follows:

1. Membership Update
 2. Financial Update
 3. Didcot 5
 4. Welfare/Wellbeing Update
 - 4.1. Review of Club Risk Assessment.
 - 4.2. Review of EA Guidance for Use of Social Media.
 - 4.3. Update on Coaching
 5. Social Events
 - 5.1. The London Marathon coach.
 6. Championship Update
 7. Cross Country Update
 8. Beginners
 9. The Ridgeway Challenge
 10. Member's Motions
 11. Any Other Business?
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Officers Present

- *Geoffrey Jackson (President)
- *Daniel Fisher (Chair Person)
- *Theresa Lambale (Secretary)
- *Ben Adams (Treasurer)
- *Claire Jones (Membership secretary)
- *Alan Murphy (Wellbeing Officer)
- *Paul O'Connell (Championship Coordinator)

Apologises:

- Meg Stanton-Humphreys (Wellbeing officer)
- Mike Suggate (Cross Country Coordinator)

Meeting commenced at 20:15

Action / Deadline

Dan opened the meeting and thanked everyone for turning up.

1. Membership Update

1.1 Handover of Membership Folder.

Claire now has the Membership Folder and has reported that numbers are steady with renewals coming up, we currently have 99 members it is expected to fluctuate with members not renewing memberships and beginners joining. Once the Accounts are accessible, Claire will work with Ben to set up the online payments, the preliminary email detailing ways to renew was sent. Claire will keep the committee informed of issues.

Claire / June 30th

Theresa is liaising with John to see why some emails go through to members and others do not as Claire mentioned that she had no responses from her club renewal email she posted about renewals.

Theresa / w/c 17th April

2. Financial Update

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

Theresa and Claire have handed over membership money from the last few weeks to pay into the club account.

Lloyds Clubs and Societies Business are sending out a Board of resolution form to sign and return asap, which Theresa, Dan and Ben will get process this week and returned via special delivery. Once returned, it is likely we will have bank access at the End of April.

Claire has reported that there are 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.

The Club Affiliation is due by 30th April. Theresa will liase Ben and England Athletics to get this paid efficiently.

Ben and Claire /Ongoing

Dan and Ben have analysed the spreadsheet that was made available, Dan will email the committee to show the break down in category and with committee agreement, will be shared with John and the members as agreed at the AGM.

Ben / Ongoing

3. Didcot 5

Katie, Sian and Theresa have met and have everything in place. Bouncy Castles, Chiropractor, fire engines, couple of stalls, coffee man, bomb disposal robot John and Tracey will be emailing volunteers over the coming weeks for the day. (2nd July) It is required to purchase some more bibs for the marshals as we are short. It was agreed that 20 reflective bibs would be purchased so that they can be used for the Beginners for the September group. The Scouts will be asked to help with the BBQ for the 'thank you bbq' for the members. Tracey has asked for £100 to be donated to their group to which the committee have agreed. The advertising boards are now obsolete and a new offer has been agreed for sponsorship. Over the coming months once the flyers are designed, members will be asked to be involved with posting on cars at events and other notice boards, work etc.

Ongoing

4. Welfare/ Wellbeing Update

4.1 Review of Club Risk Assessment.

All committee members reviewed the changes to the Risk Assessment and Meg and Alan will make the changes and will publish on the website and Facebook for all members to see

Alan / Meg 2nd May

4.2 Review of EA Guidance for Use of Social Media.

Alan and Meg created a Didcot Runners Social Media Guidelines document, which all committee members have looked through and have agreed for these to be published on the website and Facebook.

Alan and Meg / 2nd May

4.3 Update on Coaching

Alan and Meg are still compiling a list of local Physiotherapists etc. so we can recommend runners that need assistance with injury.

Meg and Alan/ Ongoing

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

Alan and Meg / April 4th

5. Social Events

Simon was not at the meeting, so there were no updates. Dan will email Simon to update the committee with his proposed plans for the London Marathon and any socials events coming up.

Dan / 7th April

Simon / Ongoing

6. Championship Update

6.1 Handover of Championship Spreadsheets.

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

It was agreed to give Eileen 'special loyalty, clubmanship points for the Treehouse 5km as she forfeited her First Lady of the race and first Didcot Runner lady home to help a lady who had fallen and needed paramedic assistance.

The results are not posted on the website front page; Theresa will chase John in the next two weeks to get this published.

Theresa / w/c 17th April

Paul / ASAP

7. Cross Country Update

7.1 The Cross-Country AGM is Wednesday 3rd May

Dan has agreed to attend the AGM in Theresa and Mike's absence; Theresa will forward all details to Dan and Dan will report back to the committee at the following committee meeting.

Dan/ 6th June

8. Beginners

Theresa reported that the Beginners sessions have run smoothly, the sessions were communicated on the website and to the members weekly via the Intro's and on Facebook. The two run leaders had great communication and the beginners have loved the well delivered sessions. 14 members signed up and paid for the course. Theresa will report back to the committee at the next meeting with reference beginners becoming improvers, their training plan and moving forward for the next beginners group.

Theresa/2nd May

9. The Ridgeway Challenge

Tim has been in contact with Dan and Theresa and has requested Didcot Runners to man two checkpoints. Dan will liase with the club members via an ordinary meeting to see what we can commit too, the committee agreed that Goring Checkpoint would be a better checkpoint to manage but would need to speak to members to see what interest we can get before committing to the other checkpoint at Bury Down. Ongoing Tim has requested that Didcot Runners man one checkpoint for sustainability of resource. It was agreed that this was a great idea. Tim will be invited to the club for a run and will arrange a chat with the members taking part and for anyone else who would like to know more about it.

Dan /25th April

10.Members Motions

There were no motions brought forward by members

11.Any Other Business?

11.1 Run Leader course

The Officers agreed to put Lisa Herbert on the Run Leaders course followed by a coaching course. It was felt that the members would benefit from having a coach. Dan will email Lisa to confirm the committee decision and Paul will source the timeline information for the coaching course and feed back to the committee and to Lisa.

Dan / Asap

Paul / 2nd May

Theresa has suggested having a summer open evening, inviting local professionals to come along and hold a stall of information for the members to ask questions. Having nutritionists, physios, and any other stalls that could help with the runners. Theresa will speak to Meg/Alan and Simon to see what we can work out over the coming months.

Theresa / Ongoing

Date for next meeting: Tuesday 2nd May, 20:00hrs, At DTFC

Subjects to be discussed at the next meeting:

- Club Accounts
- Membership Folder
- Risk Assessment
- Run Leaders course
- Social

- Racing groups
- Beginners
- Ridgeway
- Didcot 5

Meeting closed by chairman at 21:20.

Signed: T Lambie

Date: 4th April 2017