



Minutes

Date: Tuesday 2nd May 2017

Venue: Didcot Town Football Club

Time: 20:00hrs (Approx.)

Meeting: Committee Meeting
Scriber: Theresa Lambie

Agenda

The items on the Agenda for the committee meeting on Tuesday 2nd May 2017 will be as follows:

1. Membership Update
 2. Financial Update
 - 2.1. Summary and Update on Accounts Meeting regarding the club's Lloyds account
 - 2.2. New Tent for Cross Country
 - 2.3. First Aid Kit
 3. Welfare/Wellbeing Update
 - 3.1. Update on Coaching and Therapist list
 4. Social Events
 - 4.1. June Social Run Finishing at the Waterfront Café
 - 4.2. Didcot Runners Bake-off
 - 4.3. Summer Social - Punting
 5. Championship Update
 6. The Didcot 5
 7. Beginners/Improvers
 - 7.1. Pacing Groups
 8. Cross Country Update
 9. The Ridgeway Challenge
 10. Member's Motions
 11. Any Other Business?
 - 11.1. Monthly News Letter
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Officers Present

- *Geoffrey Jackson (President)
- *Daniel Fisher (Chair Person)
- *Theresa Lambale (Secretary)
- *Claire Jones (Membership secretary)
- *Alan Murphy (Wellbeing Officer)
- *Meg Stanton-Humphreys (Wellbeing officer)

Apologises:

- Mike Suggate (Cross Country Coordinator)
- *Ben Adams (Treasurer)
- *Paul O'Connell (Championship Coordinator)
- * Simon Woods (Social Secretary)

Meeting commenced at 20:15

Action / Deadline

Dan opened the meeting and thanked everyone for turning up.

1. Membership Update

Claire emailed the committee with an up to date report on members, currently we have 107 members, all beginners are now signed up and are all happy with the improvers course which is being led by Ali. Once the accounts are accessible, Claire will send out another renewals reminder to all members in May. It was agreed that the online payments will be set up at a later date once accounts have been accessed.

Claire / w/c 30th June

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 / ongoing

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 sent out the Board of resolution form to sign, witness and return, which Theresa processed and returned via special delivery. Ben and Dan have been requested to send ID into the bank again which has been processed. The account will be made accessible in the next 10 days. Once the accounts are accessible, Theresa, Dan and Ben will need to apply for login details for online banking.

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 was due by 30th April. Theresa has paid for this and will be reimbursed from the club accounts once accounts are accessible.

Ongoing

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

Ben / Ongoing

2.2 New Tent for Cross Country

Theresa found new tent poles (discontinued line) for £140 however the committee felt that we may be able to find cheaper ones. So Claire will also source some prices for the club tent poles (Mojave 5-man tent) and report back to the committee. Geoff will help her in her search.

Claire / Geoff Ongoing

2.3 First Aid Kit.

In accordance with the risk assessment, a first aid kit is needed for the tin. The tail runner pouch has sufficient supplies, with the exception of a space blanket. Meg will source the cost for one for the first aid kit.

Meg / 4th June

3. Welfare/ Wellbeing Update

The committee thanked Alan and Meg for completing the risk assessment and Social Media guidelines. Both documents have been published on the website and emailed to all members

Closed

3.1 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. Alan will put into a PDF with a club disclaimer and advertise on FB and the website to help members

Meg and Alan / 4th June

Alan and Meg are to approach the EA to find out if they can help us with second coach to support Andy and Lisa.

Meg and Alan / June 4th

3.2 Meg and Alan will be looking at the Constitution in readiness for the AGM to set out a formal grievance/ complaint policy. Theresa will forward some information to Meg that she has sourced over the last year.

Meg and Alan / Ongoing

4. Social Events

Simon has organised a few social events coming up in the next couple of months including;

- a social run on the Thames path + plus lunch (3rd June),
- the first Didcot Runners Bake-off (8th July), and
- a punting day (19th August).

Information has been posted on Facebook and the club website and entered into the calendar. Simon will post each event individually and will gain interest. Simon will be sourcing a prize for the bake off.

Social events will be open to family and friends. Simon has printed tickets just in case we would like to charge for entry/judging.

Simon / Ongoing

It was agreed that we have a few extra socials this year so therefore we will not hold the curry night as with previous years.

5. Championship Update

Paul has sent the update of the Championship standings to John to load on to the website. Theresa will chase John to update the website.

Theresa / 4th June

Simon has booked the post-race meal for Wallingford 10k and will advertise on FB.

Simon / Ongoing

Paul to email all members with the results table for the championship.

Paul / ASAP

6. Didcot 5

After a meeting on 27th April, it was agreed to open the entries, so far there have been 21 entries.

John has posted requesting volunteers for the day. Sian has designed the flyers and they will go to print over the next week or so, in readiness for posting on cars at events and other notice boards.

Ongoing

7. Beginners and improvers

7.1 Pacing Groups

It was agreed Simon would post on FB about Pacing groups starting 23rd May. Dan will advertise in the intro the week before. Pacers will be requested on the night. The pacing groups are there to help the improvers integrate into the club runs aswell as members who would like to push themselves during a club night. This will be ran every week until July's committee meeting to see how well it is received by the club.

Simon / 23rd May

Dan / 16th May

8. Cross Country

Dan is to attend the Oxon XC AGM on Wednesday 3rd May and report back next month.

Dan / 6th June

9. The Ridgeway Challenge

Dan is to hold an ordinary meeting on 9th May to discuss the club involvement in the Ridgeway Challenge. 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 / Ongoing

10.Members Motions

There were no motions brought forward by members.

11.Any Other Business?

11.1 Monthly Newsletter

Mike would like to take on the role of producing a monthly newsletter for our members. The committee agreed that this would be a good idea.

Mike / Ongoing

11.2 Noticeboard.

Theresa mentioned about starting to design the noticeboard that the club has let us have. Dan will ask in the Ordinary Meeting about what members would like to see.

Theresa will approach members to see if any can help design the layout for the club.

All / Ongoing

Date for next meeting: Tuesday 6th June, 20:00hrs, At DTFC

Subjects to be discussed at the next meeting:

- First Aid Kit
- Championship Update
- Socials, Including Endure
- Pacing Groups
- Beginners
- Ridgeway Challenge
- Didcot 5
- Monthly Newsletter
- Noticeboard

Meeting closed by chairman at 21:30.

Signed: T Lamble

Date: 2nd May 2017