



Minutes

Date: Tuesday 6th June 2017

Venue: Didcot Town Football Club

Time: 20:00hrs (Approx.)

Meeting: Committee Meeting

Scriber: Theresa Lamble

Agenda

The items on the Agenda for the committee meeting on Tuesday 6th June 2017 will be as follows:

1. Membership Update
2. Financial Update
 - 2.1. Tent Poles
 - 2.2. Tent for Cross Country
 - 2.3. First Aid Kit - Space Blanket
3. Welfare/Wellbeing Update
 - 3.1. Coaching
4. Social Events
 - 4.1. Didcot Runners Bake-off
 - 4.2. Summer Social - Punting
5. Championship Update
6. The Didcot 5
7. Beginners/Improvers
 - 7.1. Pacing groups
8. Cross Country Update
 - 8.1. Cross Country AGM
9. The Ridgeway Challenge
10. Member's Motions
 - 10.1. Club Colours
 - 10.2. Juniors
11. Any Other Business?
 - 11.1. Monthly news letter

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

Apologises:

- *Mike Suggate (Cross Country Coordinator)

Meeting commenced at 20:20

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 previously, currently we have 111 members, all beginners are now signed up and are all happy with the improvers course which is being led by the run leaders Ali and Theresa. Claire will send out another renewals reminder to all members in June and will advise that they will be taken off the mailing lists and the Facebook page by 9th July.

Claire / w/c 30th June

Over the coming months, Claire will work alongside Ben to set up the online payments for future members.

Claire & Ben / Ongoing

A member's form has been mislaid. As a committee, we have agreed that we would source a PO Box of some kind to ensure that paperwork goes in but the access is only the membership secretary. Claire is looking at the costing or an alternative postal service for the members.

Claire / 4th July

2. Financial Update

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

The committee now have visibility of the club accounts and can move forward reimbursing club members that have paid out of their own pockets to keep the club running. Theresa and Claire have handed over membership money from the last few weeks to pay into the club account which has now been achieved.

Theresa has completed the paperwork for online banking and Ben and Dan have signed the mandate to reinforce this action. Ben and Dan will complete their paperwork over the coming month

Ben & Dan / 6th July

Currently we write a cheque for membership fees to England Athletics, Ben will speak to the bank to gain advice on a Debit Card to pay online debts for England Athletics to speed up the payment process and will report back to the committee with the procedure that will need to be followed.

Ben / 6th July

Claire and Ben have worked closely to ensure members have been renewed on the EA Portal. Both will work closely to organise a smooth payment plan online ongoing.

Ben & Claire /Ongoing

Ben and Dan have tallied the accounts and will publish to the club members.

Dan / 13th June

2.2 Tent for Cross Country

Claire has looked for new tent poles, but it is hard to get the ones we need as the tent is discontinued. Claire has searched for other tents for the clubs purpose. Simon has agreed to take a look for new poles and prices.

Simon / 4th July

2.3 First Aid Kit.

Meg has sourced two space blankets for the first aid kit and to keep a spare in the blue tin.

Closed

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 have posted on FB and emailed all members with the up to date list of local physiotherapists. The website has been updated accordingly. Club secretary has applied for a 3-

month coaching itinerary via England Athletics, but due to being very popular we were declined. The club will try again when entries open

Alan / ongoing

3.2 Theresa has forwarded all the information to Meg that she has sourced over the last year with the concerns on the Constitution, in readiness for the AGM with the view to create grievance policy. Meg has agreed to summarise what is due to be reviewed for July's meeting and the committee will discuss in readiness for Octobers meeting in the view to complete for the AGM in 2018.

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), - a huge success and everyone enjoyed themselves
- 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 for the bake off just in case we would like to charge for entry/judging.

Members have asked about a social run with Compton and Abingdon Club. Simon will be looking at dates and advertising with the club.

Simon / Ongoing

5. Championship Update

Paul has sent the update of the Championship standings to John to load on to the website, a great turnout at Chiltern Chase 10km and the next race is Cumnor 5km on 17th June. Meals post-race are a great social gathering and well attended.

Paul / ongoing

6. Didcot 5

After a meeting on 27th May, it is acknowledged that we have 73 entries.

John has posted requesting volunteers for the day. The flyers have been popped on cars at championship races, the next flyer drop is planned to be at Cumnor 5km. All 'fun' stalls are all in order and the Mayor is still confirmed to open the event and run as tailrunner in the Fun Run. Banners/Boards and posters are set to be put out around town this week, Sian and Katie are to advertise for volunteers for this. Flyers have been placed in all the local gyms to gain interest and all clubs have been emailed again, including the GP (Grand Prix Series) Social Media has been sharing posts via FB and Twitter.

Ongoing

7. Beginners and improvers

7.1 Pacing Groups

Pacing groups happened for the Appleford route and was a success. Pacers stuck at the pace and members ran at their own pace between groups. Positive feedback from members. Pacers will be requested on the night. The pacing groups are there to help the improvers integrate into the club runs as well as members who would like to push themselves during a club night. This will be running every week and will be assessed at committee meeting to see how well it is received by the club. Pacers will be asked to wear a running bib to be easily identifiable.

It was mentioned that 'official short cuts' would be a good idea for slower members and those that are returning from injury. This will be discussed further at the next meeting.

Simon / 4th July

8. Cross Country

Dan attended the Oxon XC AGM on Wednesday 3rd May, no time to discuss further.

Dan / 4th July

9. The Ridgeway Challenge

Dan held 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 will wait until after the Didcot 5 event and start promoting our involvement to the club and draw on members to volunteer at the checkpoints. This was not discussed at this meeting as we ran out of time.

Dan / Ongoing

10. Members Motions

Club colours

Lisa Herbert has asked the committee into looking at changing our Club Colours, no design has been submitted but an idea to change the colour of the kit. Unfortunately, we ran out of time to discuss this but it will be added the agenda for next months meeting.

Young Athletes

No time to discuss, however all details for start-up ideas have been emailed to all committee members. It will be added the agenda for next months meeting.

11. Any Other Business?

11.1 Monthly Newsletter

Mike has worked on designing a newsletter for the members. Mike has sent a draft to the committee and it has been agreed to roll it out to the members. The look of the newsletter may change over time depending on what members would like to see on a monthly basis.

Mike / Ongoing

Dan is liaising with Lisa Herbert in regard to the time line for working towards her Coaching Qualification over the following three months.

Dan / Ongoing

Alan will talk to his old club coach to get some advice about practising Coaching skills for the qualification.

Alan / 4th July

Date for next meeting: Tuesday 4th July, 20:00hrs, At DTFC

Subjects to be discussed at the next meeting:

- Banking Online Update
- Championship Update
- Didcot 5
- Socials
- Pacing Groups/ official short cuts
- Beginners
- Cross Country
- Ridgeway Challenge
- Didcot 5
- Monthly Newsletter
- Club Colours
- Young Athletes

Meeting closed by chairman at 21:30.

Signed: T Lambie Date: 6th June 2017