



Date: Tuesday 3rd October 2017

Venue: Didcot Town Football Club

Time: 20:00hrs (Approx.)

Meeting: Committee Meeting

Agenda

The items on the Agenda for the committee meeting on Tuesday 5th September 2017 will be as follows: Membership Update

- Membership Update
- Financial Update
- Welfare/Wellbeing Update
 - Coaching
 - Grievance Policy
- The Didcot 5
- Social Events
 - Christmas Party
- Championship Update
 - Next Years Championship
- Beginners/Improvers
 - Pacing groups
 - New Maps
- Cross Country Update
 - Tent Poles
- London Marathon Ballot
- Member's Motions
 - Club Colours
 - Club Photo
- Any Other Business?

Officers Present

*Geoffrey Jackson (President)

*Theresa Lamble (Secretary)

*Mike Suggate (Cross Country Coordinator)

*Meg Stanton-Humphreys (Wellbeing officer)

*Claire Jones (Membership secretary)

*Paul O'Connell (Championship Coordinator)

Andrew Casey (Club Member)

Apologises:

*Daniel Fisher (Chair Person)

* Simon Woods (Social Secretary)

*Alan Murphy (Wellbeing Officer)

Meeting commenced at 20:05

Action / Deadline

Theresa opened the meeting due to Dan's absence and thanked everyone for turning up and sent apologies from absent Committee members and thanked a club member for joining the meeting.

- **Membership Update**

Claire has reported that we currently have 100 members. All renewals have been processed and everything has been processed with England Athletics. Online renewals were discussed reference the £0.81 surcharge. As agreed in previous meetings, this will be proposed to all members at the AGM 2018.

- **Financial Update**

- Theresa showed a spreadsheet of incomings and expenditure for the previous month and advised of the outgoings for the following month where Cross Country Fees will be coming out of the club accounts. Geoff thanked Theresa for the visibility for the clubs accounts
- Alans Countersignature paperwork is ongoing until completion. Theresa has informed the bank of the changes and sourced paperwork to be signed by the committee.

Alan / Ongoing

- New Tent for Cross Country

Simon will make up the tent poles with new elastic bought and will get it ready for November (cross Country)

Simon /November

- Beginners Medals

Theresa and Ian have run out of the medals presented to the Beginners at the end of the eight week course and Parkrun and have sourced 60 medals to last for the next few cohorts at the cost of £65 with personalized engraving “ Didcot Runners, Beginners Group, 5km” The committee agreed to pay for the medals.

Theresa/ November

- Reimbursements to club members

Theresa has reported that all outstanding invoices and club members have been reimbursed for all expenses they have paid out on the clubs behalf.

CLOSED

- **Welfare/ Wellbeing Update**

- Update on Coaching

England Athletics Club Run application is ongoing, Alan will update when he has had confirmation of the application form

Alan / November

Lisa has started her coaching training on the 16th September and is due to finish late January 2018.

Dan / Ongoing

- Grievance policy

Meg will send the amended version of the Grievance policy to the committee for any further amendments in readiness to present to the club at the AGM 2018.

Meg / November

- **Social Events**

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

- Christmas Party.

Simon has provisionally booked 50 places at Milton Hill House for Saturday 9th December. The committee have agreed to pay the deposit to hold the space and Simon will collate names and ask for monies (£36pp) over the coming months.

Information will be posted to Facebook, the club website, entered the calendar and emailed to all. Simon will post each event individually and will gain interest.

Simon / Ongoing

- **Championship Update**

Paul is up to date with the standings for the championship. The next Championship is Oxford Half (8th October). Paul stated that he will be unable to commit to being the Championship Co-Ordinator for the next season. Roles and Responsibilities will be sent out to the club to fill the vacancy to allow a smooth transition for next season from November/December in readiness for the AGM.

Dan / November

Trophies were discussed briefly in the meeting, Theresa has pushed this for discussion at the next committee meeting. Theresa will forward the trophy format to the committee so we can discuss further if we would like to make some changes to the presentations at the AGM 2018.

Theresa/ November

- **Beginners and improvers/ Pacing groups**

- Pacing groups

It was agreed that pacing groups were put on hold and that the shorter groups would be more appropriate to start now in readiness for the beginners to integrate in to the club runs on Tuesdays and to allow a shorter route at every session. It was discussed that every week, someone or a group will be asked to run the route, map it out and report it back to Theresa to add to the club calendar every week. Theresa will send out a message to the club to ask for someone to come forward for helping to shorten next week's run.

Theresa / w/c 9th October

ALL / ongoing

- Maps

As agreed at the last meeting, we would like to offer members maps on the night. Andrew Casey has offered to print off every Winter Route and laminate them for durability.

Andrew Casey / November

- Beginners

Theresa reported that the help from the club is very much appreciated and has helped the run leaders to lead the groups efficiently. The beginners have used the Facebook Beginners page to arrange runs between them and are showing great improvements and commitment in their running.

- **Didcot 5**

Katie and Sian are to confirm the presentation evening for Didcot 5 Charities. Once a date is confirmed, this will be communicated to the committee and club members accordingly.

Theresa/ November

- **Cross Country**

Mike has reported that 24 men and 26 women has put their names forward for the season. Mike will liaise with Theresa to pay the Cross Country fees before the end of October. Harwell Harriers have decided to put their own club forward for the season.

Mike / Payment -31st October.

- **London Marathon Ballot**

Theresa has sent messages out to the club members to hold on to their rejection letters to allow them to have a second chance to enter the Club Draw. This will be held on 14th November after the club run. Theresa will add this to the club calendar. Eligibility criteria will be sent out in the next couple of weeks (on club constitution)

Theresa / w/c 9th October

- **Members Motions**

- Club Colours

Theresa has had a response from K and K Printing with some quotes for club kit which are competitive. The costings are as follows: Breathable running t shirts £11, Breathable running vests £10, Long sleeve cotton t shirts £11.50, Breathable long sleeve base layer t shirt £15.00, Hoodies £18.50, Zipper hoody £20.00. High viz bibs £6.00

Mike would like to order SML for both female and male as spares for Cross Country, but to hold stock in case new members would like to purchase it. Theresa will order these in time for Cross Country

Theresa / November

- Club Colours

Club colour change was agreed that this will be brought to the AGM for members input. A survey will be put in place beforehand for a vote on the night. With finer details to be confirmed ie design, colours, style, costs etc.

All/ Jan 2018

- Club Photo

The Club photo has been taken but has not been put on the club website. Dan will discuss and resolve the webmaster position moving forward due to some emails being bounced and not informing members of club information.

Dan / November

- **Any Other Business?**

- Potential New Winter Route

Lisa has presented the committee a new winter route. The route seemed to be no more road crossings than any other route and is a well-lit area. The committee agreed that Lisa has shown a great level of commitment to the club and contributed well to the minutes over the last few months. The route will be shared to the welfare officers and they will be organised for Lisa H and a few others to run the route beforehand before entering it onto the club calendar.

Meg/Alan / November

Date for next meeting: Tuesday 7th November, 20:00hrs, At DTFC

Subjects to be discussed at the next meeting:

- Membership
- Financial update / Countersignatory

- Championship Update / Vacancy
- Socials/ Christmas Party
- Club Route Maps / Shorter routes / Potential new route
- Coaching/ Lisa H
- Beginners
- Didcot 5 Presentation
- Club Photo / Webmaster
- AGM / Grievance policy / Trophies

Meeting closed by chairman at 21:05.

Signed: T Lamble Date: 3rd October 2017