



## Minutes

Date: Tuesday 6<sup>th</sup> February 2018  
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 6<sup>th</sup> February 2018 will be as follows:

- Welcome to new committee members (Dan invited to hand over)
- Monthly meeting
- Annual Group Meeting debrief
  - Committee Vacancies - vice chair
  - Club Affiliation Fees / Membership fees to £26.00
  - Club Constitution
  - Grievance Policy
  - Rick Assessment
  - Club Route Maps / Shorter Routes / New Routes
  - Nominations / Trophies (Shields)
  - Kit Officers update
- Coaching
  - CPD - First Aid in Sport for Coaches
  - Run Leaders / Beginners
- Cross Country (Round 2 fees / cohost an event, incurring costs)
- Financial Update
  - Counter Signatories
- Membership Update
- Championship Update
- Social events for 2018
- AoB Run Leaders and Intro

## Officers Present

Geoffrey Jackson (President)

Mike Suggate (Cross Country Coordinator/Kit Officer)

Claire Jones (Membership secretary)

Andrew Casey (Webmaster)

Lisa Herbert (Head Coach)

Simon Woods (social Secretary)

Ed Gutteridge (Kit sub committee)

Daniel Fisher (Club member)

## Apologises:

Jean- Luc Coudret (Championship Coordinator)

Jules Price (Secretary)

Meg Stanton-Humphreys (Wellbeing officer)

Miranda Habermel (club member)

Alan Murphy (Treasurer / Wellbeing Officer)

Meeting commenced at 20:06

### Action / Deadline

- Welcome to New Committee Members
- Theresa welcomed new members to the committee and announced the apologies.
- **Monthly Meetings**
- Theresa has proposed some changes to the usual every first Tuesday of the month, Theresa has put together a schedule where when we have busier times to discuss events like Didcot 5, AGM, we move the meetings to a Monday at 19:00 and hold them in the Ladygrove. This is to allow the committee members to run with the club on the usual night and to ensure everything on the Agenda is discussed without rushing. Theresa will add all the meetings to the Meetings Tab on the website. There may be 6 weekly meetings instead of monthly, this will be discussed each meeting and will be published on the club website.

**CLOSED**

- **AGM debrief - Committee Vacancies**

- Theresa has posted the Vice Chair Position on Facebook along with Roles and Responsibilities, if nobody comes forward by the end of February, the position will remain Vacant. Geoff will step in if Theresa is absent as agreed with the Presidents Roles and Responsibilities. John Talbot has been contacted to hand over the Webmaster Role.

Theresa: 28<sup>th</sup> February

- **Club Constitution / Grievance Policy / Risk Assessment**

- All forms were agreed at the AGM and have been added to the club Website. We have a sixteen-year-old join RunTogether for the Beginners sessions, the committee agreed that if that person wanted to join the club afterwards, we would allow them to do so, having checked the insurance policies with no age limit set. Theresa will speak to England Athletics to confirm minimum age for the club.

Theresa: March

- **Shorter routes / Pacing Groups**

- At the AGM, it was voted on that shorter routes will now be available on every Tuesday Route, the routes have been added to the calendar and during Intros', a group leader will be nominated and no tail runner will be used. A review will be done in a month to see how popular these routes are and whether it is working for our club. At the AGM, it was voted on to have an introduction of Pacing Groups once a month, Chris has volunteered to manage this along with Tail Runners so that we can have volunteers before the session.

Theresa: March

- **Legacy Shield for Championship**

- Mike suggested that the club start a Legacy Shield for the Overall Winner of the Championship. It was voted on the night of the AGM and Jean- Luc has set to work on gathering the calculations for the Age Grade in readiness for the first Championship race.

CLOSED

- **Kit Officer Sub-Committee**

- Miranda sent her apologies for this meeting. Ed and Mike have nothing to report other than Mike will hold kit for members to order and will advertise stock levels on Facebook. Ed and Miranda will report to the committee when they have any further development on the club kit.

Ongoing

- **Coaching**

- Lisa has completed her training for First Aid in Sport, alongside Ian Robinson who is also a qualified Coach.

**CLOSED**

- **Beginners**

- Theresa and Ian have advertised the Beginners course on RunTogether and via media of RoundandAbout. We have 3 club runners that have attended the last Beginners who are interested in doing this again. We have one club member who would like to graduate back to running and we have 3 new runners signed up to run with us. The first session will be a little different, the session will meet slightly earlier to gain initial knowledge of runners and take payment and the session will be taken by Tom Craggs, England Athletics Coach. An email has been sent to all past beginners informing them of the next session, and explaining the shorter routes available on Tuesday evenings.

- **Cross Country**

- Mike has been approached by the Cross-Country League Manager for our club to cohost a Round in December 2018 or February 2019, Ed and Dan attended the meeting. The cost is around £700 and with the car parking fees, the club will get that money back. However, the Round is in Cirencester and would need 20 marshals for the day. We discussed that this would cause some logistical problems. The venue is an hour away and we would need to be there to set up before the first run at 09:20 and would need to be there to pack away after the last race at 12:00. Mike will thank Dene Stringfellow for the opportunity and will put our name forward for another venue that is closer to us, Henley was mentioned but not confirmed.

**Mike: Ongoing**

- **Cross Country Fees**

- At the last round, there was nobody on the gate to the parking so no money was taken, therefore the hosting club lost out on a lot of money. It has been suggested that the club pay a £35 fee to reimburse the club, this is devised by the Cross-Country Treasurer dependent on club runners and participation. The committee agreed that this would be paid. Theresa will pay into their account and keep Alan informed of the transaction.

**CLOSED**

- **Financial Update**

- All paperwork has been sent to Lloyd bank and we await the access for the account. It has been agreed that Claire and Alan will take full control of the accounts and that all transactions spent will be authorised by each of them to protect them both. can be spent before prior permission is needed online. Theresa has prepared the Financial report for this month and has emailed Alan all the spreadsheets from last year's accounts. A full, detailed account of the year has been printed off and put in the club folder if any member wishes to see it, please email [chair@didcotrunners.org.uk](mailto:chair@didcotrunners.org.uk)

**ONGOING**

- **Membership Update**

Claire has reported that record high membership since affiliation at 128 members. All members have been transferred from other clubs. At the AGM, it was voted by the members that the £0.82 will be paid by the members if they choose to pay online Via England Athletics. Claire has started setting this up in readiness for April. There will still be the options of a bank transfer and with a Cheque/ cash when renewals are due in April. Claire will amend the membership accordingly in March and the website will reflect this change in March. The fees will raise to £26.00 as from April 2018 to reflect the changes of the Affiliation with England Athletics. Claire will check the updated links in the welcome email to our club's paperwork on the website.

Claire / Andrew: by 31<sup>st</sup> March

### • **Financial Update**

- Theresa showed a spreadsheet of incomings and expenditure for the previous month (bank balance £4194.99) outgoings/ Incomings for the following month were advised which were AGM and Run Leaders costs. The deposit from the Christmas party was paid back into the club accounts in December. (£450, a £50 loss) The AGM finance report is finalised and will be shared with the committee with the draft minutes' ad put into the presentation for club members to see. £200 membership fees to be paid into account before AGM.
- Theresa and Geoff signed the paperwork and witnessed in front of the committee, also Dan countersigned the paperwork. All paperwork has been sent to the bank and is going through the system. ID has been taken into the bank by Claire at the weekend and progress will be reported each month. After the AGM, more Counter signatories will be need to be signed and processed due to new Treasurer.

Theresa / Feb

### **Welfare/ Wellbeing Update**

- Update on Club run

Tom Craggs is coming for the second session on Thursday 11<sup>th</sup> Jan. Lisa is liaising with him and updating the club members. Tom as mentioned that he would pop back after the three sessions from time to time to help the club out.

Alan / March

- Sports and psychology Session
- Meg has been approached by a local sports psychologist who would like to do a session after a club run with a talk to the members. Meg will liaise with her to in the coming month. Meg has also been approached by a brother and sister who would like to raise money for Charity by offering Physio sessions at a date of our choice. We agreed that a block session at Endure24 would be more useful to the club, Meg will contact them with this idea and will also ask if they would like to advertise after a club run to drum up some business.

- Grievance policy

•..... **Any Other Business?**

- **Run Leaders**

- Theresa would like to involve the Run Leaders into volunteering more and would like to add them to the Intro Doodle Poll. This will give them a wider range of information from the committee and make them feel included on the week to week preparations for the members and build confidence for delivering sessions. Theresa will add to Doodle poll in readiness for when they qualify.

CLOSED

- **Co-Opt Webmaster**

- Andrew stepped forward to manage the Website after the AGM. [www.didcotrunners.org.uk](http://www.didcotrunners.org.uk) Geoff seconded him and there were no objections. We welcome Andrew to the Committee. Any members that have issues with emails/website etc. please email [webmaster@didcotrunners.org.uk](mailto:webmaster@didcotrunners.org.uk)

CLOSED

- **Socials 2018**

- Simon will be following the same socials for this year, including Summer runs, bake off, a possible Treasure Hunt, team building day and the Donkey Sanctuary. Simon will be emailing all, making events on Facebook and keeping everyone updated with ideas and dates.

CLOSED

Date for next meeting: Tuesday 5<sup>th</sup> March, 20:00hrs, At DTFC

Subjects to be discussed at the next meeting:

- Countersignature paperwork
- Membership
- Financial update
- Welfare update – Club Run / Physio/ Green Road
- Championship Update
- Social
- Shorter routes
- Coaching

- Beginners / age limit
- Didcot 5 Grand Prix
- Club Colours/ kit officers

Meeting closed by chairman at 21:18.

Signed: T Lamble Date: 6<sup>th</sup> February 2018