



## Minutes

Date: Tuesday 7<sup>th</sup> February 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 7<sup>th</sup> February 2017 will be as follows:

1. Minutes of the Last Meeting Agreed
  2. Membership Update
  3. Financial Update
  4. Welfare/Wellbeing Update
    1. Club Risk Assessment.
    2. Review of EA Guidance for Use of Social Media.
  5. Social Events
  6. Championship Update
  7. Cross Country Update
  8. Member's Motions
    1. As Didcot Runners and Didcot Football Club are stakeholders, could the Chairman please advise if he has been approached for his thoughts, speaking on behalf of Didcot Runners? In the interest of the transparency he spoke so passionately of at the AGM could he please share any details of discussions he has engaged in, including the provision of any notes and minutes? - Vanessa Armond
    2. Please provide a process flow, for each award given out at the AGM, as to how decisions were made. I found the process of voting via SurveyMonkey and voting again on the evening rather confusing and would like clarification. Also, please note in the minutes that if surveys are issued to an individual's email address then they are not confidential responses. It would be a courtesy to advise members of this so noting this in the club minutes and making them available will suffice. - Vanessa Armond
  9. Any Other Business?
-

## Committee present

\*Daniel Fisher (Chair Person)

\*Geoffrey Jackson (President)

\*Theresa Lamble (Club Secretary)

\*Claire Jones (Membership secretary)

Simon Woods (Social Secretary)

Meg Stanton-Humphreys (Wellbeing officer)

Alan Murphy (Wellbeing Officer)

Paul O'Connell (Championship Coordinator)

## Apologises:

- Ben Adams (Treasurer)
- Mike Suggate (Cross Country Coordinator)

\*\*\*\*\*

Meeting commenced at 20:05

	Action	Deadline
Dan opened the meeting to welcome new committee members from the AGM elections from 27 <sup>th</sup> January 2017.		

- Minutes of Last meeting agreed Dan drew attention to the new voted motion of the minutes being published within two weeks of the meeting; therefore we would remove 'minutes of the last meeting agreed' from the agenda ongoing. VOTE CARRIED

Dan advised all officers for the process of the minutes. >

1. Theresa will draft a copy of the minutes on Wednesday
2. Email all officers
3. All committee members will reply with any comments that they feel need to be added (and replied with ok, if all looks good)
4. All comments will be added by Theresa
5. Final minutes will be sent out via email
6. Then published to all members/website and Facebook within the two-week deadline set at the AGM

Paul mentioned that all minutes published should be changed to a PDF file so nobody can amend them.

Theresa will speak to John Talbot about adding files to the webpage and will publish accordingly ASAP

- Membership update Claire had emailed the night before with an update of the members. 10 members had left the club since the AGM. Leaving the club with 101 Members. Claire has sent all

resigned members an email to give them the opportunity to feedback to the committee their reason for leaving. Claire will share with the current members and will not be shared to the club.

Claire has updated the committee with outstanding queries regarding the membership process and will be working closely with the new Treasurer.

Claire has said that the former membership officer has been helpful and completed a handover, Claire has asked Dan to look for a Red Club Membership folder.

Claire will email the committee with the resigned members replies **ASAP**

Dan to find the Red Membership Folder **ASAP**

- **Financial Update** The committee have been given notice by the former treasurer to open a new account. The committee will seek formal legal advice from England Athletics and the Bank for the best options moving forward to access the club accounts, The formal legal approach will only be put into action if this is not resolved internally.

All officers' present talked about setting 3 signatories on the club account once we have the details moving forward. This will be discussed with Ben at the next meeting. The suggestion of the signatories would be Treasurer, Chair and Secretary. This protects the treasurer as well as the club officers and the whole club and its members.

Geoff will email former Treasurer as Club President to handover the club accounts **ASAP**

Dan will send Geoff the former Treasurers email address **ASAP**

Dan will seek the free legal advice consultation through EA and will feed back to the committee **14/02/17**

- **Welfare/Wellbeing Officer / Risk Assessment:** Dan updated Meg and Alan of the current risk assessment. It was discussed whether we are happy to keep the general risk assessment or whether we feel that all routes have their own separate risk assessments made. We discussed that it is not a legal obligation to have this in place. It was voted that we all feel the general one is enough. Geoff mentioned that runners run at their own risk and are responsible for themselves. Geoff also mentioned that if members had run a club route in the week, any potential health and safety issues should be reported and the intro speaker will announce to make runners aware. Alan said that the health and safety change weekly and would be harder to manage each route assessment.

Dan raised that the roles and responsibility (R and R) for Wellbeing Officers in part is to 'advise runners to prevent injury'. Theresa mentioned that as run leaders they are not qualified to assess and diagnose and that runners should be advised to refer themselves to a professional in that field. Theresa suggested inviting sports professionals to the club to offer advice to the club members on club nights may be beneficial to the runners so they can seek advice. Dan sought advice from other officers that the R and R are not mentioned in the constitution so therefore it is accepted to amend these as they evolve with the new officers. Paul has mentioned that an erratum could be put in place, be addressed throughout the year, potentially if our club membership increases significantly by 20/30 members.

Paul has mentioned that if we had a head coach that would advise on this subject, maybe this can get passed down through the run leaders. Paul mentioned about approaching Kirsty to be 'silent partner' in the coaching elements and to assist Andy G with the Thursday sessions since one of the other coaches had resigned from the club last week.(along the lines of a consultant coach)

Dan will circulate the current club risk assessment **ASAP**

Meg and Alan will review and report back with suggestions **Next committee meeting**

Dan will check the insurance to see what is covered under injury prevention advice

Dan will speak to Andy G regarding help needed on Thursday session ASAP

Dan will approach Kirsty's ideas as to how to manage the club members for prevention of injuries

Next committee meeting

Constitution will need be addressed at a later date- Ongoing development

- Social updates Theresa has sent Simon all the details of the current programme of social events for the year. Simon has said that he will engage with the members on Facebook to see what they would like to do with the club. Simon said that he would mirror the previous year's events. Dan asked for Simon to look at the social event for the marathon day. Theresa has been in contact with the bus company over the last week and will forward all information to Simon for him to look at, alongside the spreadsheet that was used to collate the info. It was discussed that the London Marathon meal would be open to all member's to celebrate their achievements

Simon will review the handover and update committee with any ideas

Next Committee meeting

Theresa to send Simon details of the coach ASAP

Simon will consider travelling costs and gain members ideas Next committee meeting

- Championship Update Dan has agreed to send Paul the handover and that the rules would need to be reviewed and sent to the members. Paul has mentioned that a 5km clashes with a half marathon so look at the dates and maybe find another 5k at a different part of the year to include **all runners.**

Dan to hand over the role with spreadsheets ASAP

- Cross Country Theresa has everything under control, the last round was a great success and the next round will be Hill End, with the last cross country pub lunch already booked. Theresa said that she will be sad to let the role go, but has everything in hand to handover with Mike. All documents are in the club folder and Theresa has been in contact with Mike in regards to handing over after the Cross Country League AGM in April / May ready to start season '17-'18 for Round 1 in November 2017.

Geoff wanted it noted that he expresses his vote of thanks to Theresa for the success of the Cross Country after the couple of years and this year, it has been embellished with pub lunches to finish the day off, bringing a social element to the season.

- Members motions 8.1 Garden Town - Dan updated the committee and announced that he has not spoken to anyone about the expansion plans on the Ladygrove, therefore there are no minutes to accompany this. However, we all did talk about the changes that may occur and how it may affect the club. Simon mentioned that although we are not 'backing this change' and Paul mentioned to be 'realistic' about the changes, we are not supporting or declining it but want to offer the club members an opportunity to have the information so they can make informed decisions for the future. Paul has said that there is an opportunity to expand the club due to the houses being built on the site close by.

Paul has suggested that maybe we could form a subcommittee to look at the various options for the development and report back to the committee with any information.

Simon has expressed concerns over changes to our club runs and the health and safety of our members when the building works do come onto the site, with heavy machinery around.

Theresa has informed the committee of a Public Meeting being held on 27<sup>th</sup> Feb '17 at the Marlborough Club where more information can be gained.

Dan has said that if we get another influx of members, our constitution and codes of conducts would need to be reviewed and rules would need to be put in place.

Dan/ Theresa to start looking at how club paperwork might need changing in the future and will report back to the group Ongoing development

Alan will get a copy of his previous club constitution to help guide us with any future changes

Next committee meeting

Theresa to send a note out on FB with the public meeting date for the Garden Town ASAP

Dan to organise a "seed ideas" Ordinary meeting to discuss the club's future with the Garden Town status

Next committee meeting

- Members motions 8.1 votes for Awards

Dan has shared the timeline of events to the committee officers and it was agreed that following the level of information in the club folder, we worked based on previous years and made a fair decision for the contributor to be shortlisted and voted for on the night. It was agreed that using SurveyMonkey was appropriate, but it could have been made clearer that the shortlisted names would be voted on. Dan will share the communication flow to all members via email to provide clarification.

Dan will email the flow of communication leading to the awards. ASAP

- **AOB:** Beginner bibs Dave Eggleton was in the club and mentioned that he has the bibs for the beginners at his home. Theresa will make arrangements with him to collect them in readiness for the next session starting 16<sup>th</sup> Feb '17.

Theresa to collect bibs 16/02/17

Register Claire felt that it is important to have the register back on Thursday evenings to capture runners that are running without being a member and to keep in contact with them to join after a few trial sessions. Despite Thursdays being a group session, this would be better to be put in place now as the beginners last couple of weeks may be held at The Clumps. Following a vote, Claire will amend the register.

Communication Theresa asked the committee officers how best to communicate within the group ongoing. It was voted on that we would continue with emails and not use a closed committee fb group or messenger (as used by previous committees).

Meg raised the question about sharing sensitive information with the committee, it was agreed that this would be assessed on an individual case-by-case scenario and we would evolve the role and set rules accordingly. Theresa has confirmed that the forwarder emails are male and female wellbeing officers. I.e. [wellbeingfemale@didcotrunners.org.uk](mailto:wellbeingfemale@didcotrunners.org.uk) and [wellbeingmale@didcotrunners.org.uk](mailto:wellbeingmale@didcotrunners.org.uk)

Theresa has spoken to John about setting up new committee emails, which will be published on the website. These will be the role name followed by Didcotrunners.org.uk. i.e.

[Treasurer@Didcotrunners.uk](mailto:Treasurer@Didcotrunners.uk)

It was brought up about the old website being accessible for non-members, although the base information is correct, the calendar and activity is out dated. It was voted that we would get the old website deleted.

Theresa will email John to close/delete the old website                      Next Committee meeting

Theresa will add all emails to the website                                      Next committee meeting

All Actions were voted on by each committee officer and carried

Date for next meeting: Tuesday 7<sup>th</sup> March, 20:00hrs, At DTFC

Subjects to be discussed at the next meeting: Website / minutes

Club Accounts

Athlete insurance for injury prevention advice

Meeting closed by chairman at 21:30.

Signed: T Lamble

Date: 7<sup>th</sup> February 2017 - REDACTED 'March 2017