



Norwich Road Runners committee minutes 29/10/2019

Meeting starts at 7.30pm (Sprowston School)

Attended by: Gary Cooper, Glyn Manton, Michael Powell, Kathleen Easter, Beryl Knowles, Mark Betts, David Field, Stephen Pizey, Jessica Behan, Alma Simmons, Stacey Harper,

Apologies ; Chris Amos, David Hender
key items on agenda -

1. New Coaching Strategy for Qtr. 4 2019

-How it is going?

- What needs to be done-rotas/lead coaches

--How will we communicate and administrate

-How will we manage- Coaching Subcommittee proposal

-How we will manage- Training

General discussion regarding successes in group A but issues with other groups due to coaches and LirF not being able to help on rota. Current rota has been reliant on one or two people and communication with groups is not where we would want it to.

Action1 Gary has spoken to Nicky/Paul and committee asked Glyn to contact Rob/Loren about looking after group C and to facilitate a meeting (with Jess) with Alan B, to sort out groups B and C.

Action 2 - Committee agreed that Glyn and John Hudson to go onto next LirF

Action 3 – Glyn to send reminder/chase up about new committee members – There has been 1 candidate for Vice Chair. Communication to be filled.- Glyn to stay on for another year in current role (minus vice chair) while committee and training stabilises

2. Sprowston High- problems with bookings and lighting- How can we resolve?

Action – Glyn to chase up with school again and liaise with juniors- ensure juniors have contact numbers

3. AGM- 28th November

What do we need to do? Admin, food, who is doing what on night, handling questions.

Proposal – 1) Club standards awards (6/7) on night. 2)-Long

service/membership award? E.g. 10,15,20 years?

Action Beryl to spend £200 on buffet as per last year. Glyn to meet with Chris re presentation. Glyn to liaise with Nicky regarding VLM draw. Glyn has confirmed bookings. Glyn to sort out handouts including finance



document- Proposals for standards awards shelved as not enough time to sort out properly.

Other agenda items

4. Agree minutes from last meeting

Agreed

5. Junior coaches report

Nothing to report from their meeting except Maureen has handed over rota to Sam. Sportshall was a great success again. Juniors are targeting Parliament Hills and Norfolk XC

6. Social team report (Stephen)

Christmas party update-Sales/Who is doing what? What do we need to do?

What are the costs?

Action *Issues resolved and social group working hard to promote sales- Currently 78 sold with club having to guarantee 100 bookings. Christmas run in hand starting and finishing at the Brickmakers – Cost £100-Agreed*

7. Communications report

-Web site/social media- How is it going?- Progress on site (David)

Action *- Nothing to report – to discuss next meeting about email addresses and communication policies once a new Communication officer appointed*

8. Membership report (Mark)

Slowing down in terms of new membership who are joining on a reduced rate.



Action as UKA are increasing fees to £16 proposal is to increase fees for juniors and seniors by £1

9. Proposal – (Glyn) Can we cap club at 500 and have a waiting list.

Action-Not discussed.

10. Induction report (Stephen P)

Many of couch to5k now joined. 2 of the Monday night crew are happy to complete the next Lirf to help Stephen on Monday

11. Finance report-Kathleen

Reports of annual accounts given

Glyn has produced the following draft budget

NORWICH ROAD RUNNERS - BUDGET FOR SEPT 2019- AUG 2020					
Income from members	500 x £20	10000	Total costs		19640
Profit from races	Wroxham	5000			
	Ringland	4200			
	Horsford xc	100			
	Sponsorship income	340			
Total budgeted income		19640	Planned surplus		0
Budgeted outgoings (excluding races)			lighting repairs		400
Ekiden coach +entry-member contribution		700	First aid training (1 course)		450
RNR- Entry+bus+ expenses+sweat shirts	3 x 450	1350	L2 coaching costs (4)		1020
Parliament Hills-Coach +entry-contribution		750	L1 Lirf costs (6)		840
XC fees-midweek		230	Coaching kit/junior kit		600
XC minibus hire-Midweek league		500	Club equipment		200
XC Nationals- Minibus + entry		400	Online safeguarding 15 x10		150
XC - Thetford minibus		100			
Ekiden-Coach hire +fees - contribution		1100	Training costs		3660
BARR fees and SEAA fees		200			
Track hire	75x12	900	Sprowston	450x12	5400
Sportshall- juniors fees and transport to Kings Lynn		750	Stationary		50
Race related costs		6980	Web site/IT		500
			Awards/certificates		300
Christmas party other social costs for year	1800		Club awards		400
			Admin costs		50
Club trip	300		Auditor		150
Social costs	2100		Other sundries		50
			Operational costs		6900



12. Race reports

Ringland-

Sponsorship now in that has reduced marquee cost by £1000 and brought in £1200. Projected to clear 5k as race is sold out. Capping sales at 950 due to parking (850 max starters-70 increase on last year). Marshals in place and race items agreed and ordered

Horsford – Horsford XC Series 2019/2020

3rd November 2019- Clash with Norfolk league but unlikely to impact. Marshals in place as is first aiders.

13. ANARC meeting 9th October-Stacey

Stacey shared the proposed county list- David to put onto website.

Confirmed that Ringland and Wroxham 2 are County/Sportlink races

a. Club Captains report and club races (Chris/Stacey)-

Nothing to report until club awards when final score to be given

Target race

Valentine's 10k seen as an appropriate target race.

Action - Glyn to advertise for someone to promote in same way

Kevin/Wendy have in the past.

10 Kit/Merchandising update.

Nick Hatton looking after kit. Stock take completed. Orders to be placed.

Action Need a team to sell at start of the month.

11 Club awards (Christmas party) - Organising club awards (We have sponsorship to the sum of £200- What categories? Who will lead/organise?)

Action – Chris to coordinate awards and sort out nominations through Kevin Rowe. Stacey to liaise with Mick/.Jodie about ordering awards

12 GDPR- Glyn to handover to Chris (By next meeting)

13 - Need for a committee rota for Tuesday/Thursday to start night and introduce sessions. *-Not discussed*

14 AOB/members questions

None

Agree next meeting –

Tuesday 28th January 730pm (Sprowston School)

Norwich Road Runners

Founded 1985

Income and Expenditure Account for the year ending 31 August 2019

Income	£	
Membership subscription	18,787.95	
Kit	3,473.05	
Ringland ½ entries	22,027.20	
Ringland ½ – T-shirts, donation, refreshments	594.29	
Wroxham 5K 2019 entries	22,335.10	
XC 2019	605.00	
Coaching course refund	70.00	
Ipswich Ekiden refund	368.60	
Lynda Moore contribution to bench	304.49	
London Marathon	2,437.29	
		71,002.97

Expenditure

Room Hire	3,807.00	
Broadland 1/2 2018	3,701.62	
Ringland 2019	17,658.96	
Ringland 2020	30.00	
Wroxham 5K 2019	16,366.84	
XC 2019	219.77	
Clubs contribution to enter races	8,981.97	
Kit	8,822.88	
England Athletics Affiliation Fees/BARR Fees	9,608.75	
Christmas party/Social Costs	2,591.56	
London Marathon	2,086.75	
Coaching course fees	1,500.00	
Cost of track sessions	1,010.00	
Web site/copy right charges	359.44	
Trophies/ Engraving/Club photo	121.36	
Batteries	11.00	
Set up charges Sprowston	2,703.26	
Stationery/Stamps/Notice Board	314.47	
Banner/Megaphone/Gazebo bag	307.59	
Equipment for Juniors	1,322.64	
Start/Finish Arches	1,510.80	
Auditors fee	130.00	
First Aid Course	877.38	
Flood Lights for field	1,867.08	
		85,911.12

Loss of Income over Expenditure

-14,908.15

Note: 1 Room hire invoice not yet received for August

JMM
26/09/19

Norwich Road Runners

Founded 1985

Balance Sheet as at 31.08.19

Current Assets	£
Current Account	16139.37
Petty Cash	15.50
	<hr/>
	16154.87

Represented by:

Income and Expenditure Account	
AT 01.09.2018	31063.02
Loss of Income over expenditure	-14908.15
	<hr/>
	16154.87

Prepared by Kathleen Easter (Treasurer)

The accounts as stated above have been examined against books and records provided and accurately reflect the position as recorded there in.

Signed 

Auditor

Date *26/09/2019*