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| Present: Mike Moss (Chairman), Jack Verity, Will Kerr, Jen Willingham, Dairine Nethercott, Lindsey Pearson, Jeremy Wright & Helen Pennington. |
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|  | **Discussions** | **Actions** |
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| 1 | ***Apologies***Apologies were received from Sarah Bruckshaw & Rachel Parker. |  |
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| 2 | ***Minutes of the last meeting***The minutes of the meeting held on 26/02/2015 were approved.  |  |
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| 3 | ***Follow up of action points from the meeting on 26/02/2015**** Health declaration forms will be produced for the next beginners group.
* Pete Hopson’s core stability session was not due to be actioned until the summer.
* No progress had yet been made in the organisation of the Three Peaks trip for September.
* The time trials to be held in the summer were discussed. It was decided that these would commence at the start of June and that some would be on road & some off road.
* The use of direct debit payments for memberships for future years is still considered by all to be a good idea.
* Jeremy has now received a form from EA about the annual affiliation process (which has changed this year).
* Members’ profiles on the EA website were discussed. Rachel has emailed all club members to tell them how to keep their profiles up to date.
* Mike is now maintaining the non-members email list and Chris is maintaining the leaders’ email list.
* Nobody had yet informed Ian Jones of the Committee decision made on 26/02/2015 that under 18s were not to be permitted to join the club.
* The beginners from the last course were being integrated into the club. The additional helpers system had worked well in April but would be discontinued at the start of May so the beginners would then be normal club members. There was some concern about one slow runner.
* Jeremy had emailed all run leaders to clarify the EA licencing process.
* The club hosted Park Run on 07/03 had been a success.
 | Mike to produce in due courseWill to organise in due courseJeremy to organise in due course.Will to organise in due course.Will to look into DD payments.Jeremy to complete in early April.Jack to put a link to the EA website on our club websiteWill to inform Ian & to ask Ian if he wants to look into the creation of an under 18 section in the future. |
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| 4 | ***Financial matters***Jeremy talked us through the club’s current financial position. Currently the club has £6,400 in the two bank accounts. However income had been collected for subscriptions and the EA payments are due in April and these could be up to £2,000.Jeremy is able to make bank transfers but not cheque payments so whilst Sarah is unavailable the preferred method of payment is to transfer money into individuals’ private bank accounts for them to pay on to third parties. This can only be done easily for people who have recently had payments made into their bank account by Sarah who are set up in the system.Everyone was happy for Jeremy to continue to transfer money into his account when EA payments were due and then make payments to EA. If Jeremy has to do this for the April payment (possibly as high as £2,000) he wants someone to witness this procedure.When Sarah is available Jeremy & Sarah will sit down and amend the club bank mandate for cheque & direct payments to ensure that we have a system that allows us to access the club bank account at all times but also has controls to make sure that major payments need to be approved by two people.  | Sarah & Jeremy to recommend payment approval procedures to the committee  |
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| 5 | ***Membership***Rachel had provided Jeremy with the membership statistics. Currently the club has 156 members & two new members pending. Since the last Park Run there have been 18 new members.The new form Jack had put on the website was working well and most people were now paying electronically which is the preferred method.The above numbers does not include 12 people who have resigned and a further 17 people who have not renewed their membership. We went through this list and there were names on the list who were still active within the club. If these people did not renew before 31/03/2015 Rachel cannot register then with EA. Rachel will do the EA registrations in April and will ask Barney to help her with this (this cannot be done until Jeremy does the EA affiliation process).If any of these people rejoin the cub we agreed that we need to make sure that they do not get the new member discount. | Jeremy will email the people we think may still want to be members with a final deadline.Rachel to register all members with EA |
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| 6 | ***Future beginners Groups***The plan is to start the next beginners’ group in June and aim for the Bradford 10k and/or the Bradford City Runs. Both the Monday & Thursday runs would go from Caroline Street.Mike felt that the last group had one jump in distance that was too big and wanted to amend the programme to prevent this happening again.Mike wants all beginners to register their details on our website in advance (rather than leaders having to collect this information from everyone) and Jack agreed to put something on the website to record this. | Mike to amend the beginners programme Jack to put a form on the website for beginners to complete |
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| 7 | ***Club hosted races**** So far we have had 150 entries for the series and 30, 20 & 20 for the individual races.
* It was felt that we were getting enough interest without advertising the races.
* Helen & Mike had contacted Yorkshire Water, the Police and the Council and St John’s ambulance support had been booked at a cost of £150 per race.
* Helen does not have contact details for Donald Carr. Mike suggested she contacted Alan Boland.
* We are going to hire some car park mats. Helen is quantifying the price of these.
* Barney has ordered the beer & the chocolate.
* Will is going to order the trophies – for the first 5 male & female overall and the first three in each category.
* Jack is going to order the Sports Shoes vouchers for series prizes.
* A discussion then took place about an email Helen had received from the Esholt Club committee about whether they were prepared to let us use their facilities in future years. It was agreed that we would use Esholt as a venue for summer 2015 but would look for an alternative venue for future years. Ideally this would be somewhere with parking & changing facilities. Various people agreed to look at alternative venues over the next few months.
* Jen said that the BMWR sub-committee need to have another meeting soon.
* Entries are not yet open.
* Helen agreed to order the race numbers at the same time as she ordered the John Carr race numbers. We need 10 sets of numbers 1 to 100.
 | Will to order trophiesJack to order vouchersHelen to ask Yorkshire Water if they could help.Will to look at Esholt Community Hall.Jen to look at Thackley FC.Helen to order numbers for both races.  |
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| 8 | ***Coaching**** It was agreed that the current runs offered on Mondays, Tuesdays & Thursdays were working well & there was no need to change anything.
* Tuesday structured training sessions were going well and proving quite popular.
* Will is considering permanent Wednesday track sessions. After discussion it was agreed that these would be as well as the Thursday sessions which are every second week.
 | Will to consider the frequency of Wednesday track sessions. |
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| 9 | ***Social events & cub trips**** All arrangements had now been made for the Liverpool fun bus trip this sunday.
* The Burnsall trip has been organised for Friday 10/07. A new menu had now been offered at a cost of £23/£24 per head.
* Dairine is going to organise a meal at Da Tonino on the evening of Sunday 10th May (after the Leeds half marathon).
* A trip to the Brewery beer club would be organised at some point in the summer.
* Dairine was looking at alternative venues for next year’s club dinner. The Halfway House and Baildon Golf club were mentioned.
 | Dairine to organise.Date to arrange in due course.Venue to arrange in due course. |
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| 10 | ***Strider of the month rules**** It was felt that the rules could not be changed during the year as this could have an unfair impact on the club championship results.
* Everyone was happy with the current voting system (voting for 3 people).
* It was agreed that club members can only win the award twice in a calendar year. Members who had won twice could still be nominated and voted for but could not win.
 | Jack to clarify the rules on the SOTM section of the website. |
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| 11 | ***Any other business**** Rachel had asked us to discuss our social media policy following recent events around the Spen 20. We agreed that we had to be careful with what was posted on official club accounts but the club and the committee cannot be held responsible for individuals’ social media posts.
* It was agreed that we should have St John’s Ambulance at each changeover point of the BMWR if the cost was affordable.
* CWR and BMWR teams were discussed. It is hoped that there will be enough interest to field a ladies’ team and a strong mixed team in the BMWR, as well as one or two men’s teams.
 | Sub-committee to consider. |
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| 12 | ***Date of next meeting***The next meeting will be held on Tuesday 5th May at Esholt. |  |