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| Present: Mike Moss (Chairman), Jack Verity, Will Kerr, Jen Willingham, Dairine Nethercott, Sarah Bruckshaw, Lindsey Pearson, Jeremy Wright & Rachel Parker. | | |
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|  | **Discussions** | **Actions** |
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| 1 | ***Apologies***  All committee members were present so there were no apologies. |  |
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| 2 | ***Minutes of the last meeting***  The minutes of the meeting held on 13/01/2015 were approved. |  |
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| 3 | ***Follow up of action points from the meeting on 13/01/2015***   * Health declaration forms will be produced for the next beginners group. * It was suggested that all beginners should register their details, preferably in advance, on the club website rather than leaders having to collect these details in writing. * Pete Hopson’s core stability session was not due to be actioned until the summer. * Jack & Jen have started to put injury prevention articles & other articles to help new & inexperienced runners on the website. * The approved membership rates had been communicated to Rachel & were now in place. It had been decided that vouchers were unnecessary. * The John Carr entries were due to open on 01/03/2015. A race licence has been obtained. Helen has not yet emailed club members to explain the entry rules for club members. It was decided to make the same offer to Eccleshill members as we are making to our own members who marshal – marshal two races & get free entry to the third (see later point for further discussion of these races). * The BMW sub-committee had already had a meeting. It was reported that the Dutch were not going to come this year but may come next year. The race date is now on the website. * Jeremy had emailed Simon Frazer asking him to progress his idea of a mentoring scheme for new runners. As far as we are aware no progress had been made. * The club championship race details are now on the website and the rules are fully explained on the same page. * All the trophies for the club dinner & SOTM had been bought by Will & wine for SOTM had been bought by Jeremy. * No progress had been made in contacting local businesses to ask them to donate raffle prizes. As the dinner is now only two days away this idea would be dropped for this year. * Training will revert to Esholt on Tuesdays from 31/03/2015 but we do need to make sure they are aware of this. * Drinks had been held after the Dewsbury 10k on 01/02/2015. * The Burnsall trip had been booked for 10/07/2015. * No progress had yet been made in the organisation of the Three Peaks trip for September. * No progress had yet been made in the organisation of the time trials to be held in the summer. | Mike to produce in due course  Jack to put a form on the website for beginners to complete  Will to organise in due course  Simon Frazer to progress in due course  Mike to liaise with Bob.  Jeremy to organise in due course.  Will to organise in due course. |
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| 4 | ***Financial matters***  Sarah talked us through the club’s current financial position. Currently the club has £6,035 in the current account. However income had been collected for subscriptions & the club dinner but a lot of this income would soon need to be paid to third parties.  Since the last meeting the major payments had been for trophies, O/S maps, wine for SOTM, accident insurance (which had increased in line with the increase in the number of members) and race licences.  Dairine reported that the Liverpool coach was only likely to cost £10 per head. The Burnsall trip was likely to be more expensive – the menu would either be £24 or £29 per head. It was agreed that the club would fund the cost of the coach to Burnsall (£320) and the room hire for the ladies changing room (£96). |  |
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| 5 | ***Membership***  Rachel provided membership statistics. Currently the club has 153 members, although 29 of these had yet to pay their 2015 subscriptions, so there could be further resignations. There are 3 potential new members who are expected to join in the near future.  Rachel will now email committee member a list of the 29 members who have not yet renewed or resigned and other committee members will help Rachel to chase up any non-payers that they are in contact with. Rachel will then email any remaining non-payers.  Rachel went through the process she has put in place to register new members. It was agreed that new members would be encouraged to register & pay electronically.  All the new documents had been emailed to Jeremy so copies were available in the event of a disaster.  A discussion was held about direct debit payments for future years and it was agreed that this could save individual club members and Rachel a lot of time. | Rachel to email list to committee members & subsequently to contact remaining non-payers individually.  Will was aware of the use of DD elsewhere so would look at this |
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| 12 | ***Committee members roles & responsibilities***  The order of the next few agenda points was changed as Rachel needed to leave soon. Rachel mentioned that she felt her role was proving to be more involved than she had anticipated and it was felt that Barney had done a wider role in the past than most club membership secretaries.  Discussion took place as to how the details on the EA portal could be maintained. Members were to be encouraged to update their own EA profiles (this would need to be done before 01/04/2015 when we need to confirm that all details are up to date).  The various mailing lists were discussed and action points were agreed. | Jeremy to liaise with Barney about the annual affiliation process.  Jack to put a link to the EA website on the club website.  Rachel to email members to ask them to update their own EA profiles.  Mike would maintain the non-members list.  This needs to be updated to exclude members.  Chris would maintain the leaders list. |
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| 7 | ***Membership for under 18(s)***  After a long discussion it was decide that at the moment no under 18s should be allowed to join the club. This decision was made because the leaders are not insured to have children on their runs and because we do not have the necessary leadership resources at the moment to run a children’s section. It was eventually agreed that if one child joins the club we would have to open up membership to other children as well. | Will agreed to inform Ian Jones of the decision & to ask Ian if he wanted to look into the creation of an under 18 section either now or in the future. |
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| 6 | ***Future beginners’ groups***  Some people felt that there were now too many people at Nuffield on Thursday evenings & that it could sometimes be too noisy. As a result it was decided that the next beginners group would run from Caroline Street on Thursdays as well as Mondays.  It was felt that we needed a gap between the current group and the next one and it was eventually decided that the next beginners’ group would start in mid-June and would target the Bradford City Runs at the end of October. We would encourage participants to aim for the 10k race rather than the 5k race. We would also suggest that they did at least one park run during the course. | Mike to organise the next beginners’ group in due course. |
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| 8 | ***Run leaders & details on EA portal***  A discussion took place about the EA procedures for DBS checks & issuing licences to run leaders and it was agreed that the process was very unclear. However we decided that we must make sure all leaders have current licences as soon as possible. | Jeremy to email all run leaders to clarify the full EA process. |
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| 9 | ***Club hosted races***   * We are hosting the Park Run again on 07/03 and, as at the date of this meeting, did not have enough marshals. * It was agreed that entries for the John Carr races should open on 01/03. * Progress was being made in the organisation of this year’s races but, as Helen Pennington hadn’t been asked to come to this meeting, the Committee was not up to date with how things were progressing. We were also unclear as to who was on the sub-committee. Clearly Richard Stone & Helen Pennington are. Will, Mike & Jeremy offered to help if needed. * Will said he would order the trophies & mementoes after the next meeting once it had been decided what was required. | Rachel to request people to marshal  Jeremy to ask Helen to organise a sub-committee meeting & report back to our next meeting.  Helen to tell Will what is required & Will to order in due course. |
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| 10 | ***Coaching***  It was agreed that the current runs offered on Mondays, Tuesdays & Thursdays were working well & there was no need to change anything.  Some of the beginners were apprehensive about moving up to the regular short run. It was agreed that a helper need to be assigned to each short run to specifically look after the beginners. It also needed to be ensured that the short runs are kept relatively short (or have an obvious return to the start after say 3 or 4 miles). These arrangements only needed to apply for the first month after the beginners’ course finishes. | Jeremy to email Chris to make sure this is incorporated into the leader’s schedule for March & early April. |
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| 11 | ***Social events & cub trips***   * All arrangements had now been made for the club dinner on 21/02. * The Liverpool trip on 29/03 was now almost full. The maximum number of people the pub can cater for is 50. Some people were coming to the pub but not travelling on the coach. * The Burnsall trip has been organised for Friday 10/07. * Plans were being made for an evening out in Bradford on either 14/03 or 22/03 to visit some new bars. | Dairine to decide which date & email members. |
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| 11 | ***Any other business***   * Lindsey mentioned the need for the committee to make sure that no one member was given too much club related work to do at any one time. It was also suggested that people who are not on the committee could be asked to be involved in organising some events. It was pointed out that this is already happening e.g. Stewart Spink organising the Iceland trip and Ben Marchant organising the trip to the Bradford Beer Festival. * A discussion then took place about non-members running for the club in team events. Some club members had apparently been unhappy with this happening in a recent peco race when it could have impacted on who counted for the team scores. It was agreed that non-members cannot run for the club in team events, although they are welcome to participate as club related guests. |  |
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| 12 | ***Date of next meeting***  The next meeting will be held on Thursday 26 March. |  |