Bournville Harriers

Committee Meeting Minutes

10th October 2016

Meeting Chaired by: Stacey Marston

# Attendance

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| **Name** | **Role** | **Attended** |
|  Stacey Marston (SM) | Club Chair | ✓ |
| Steve Doswell [SD] | Club Vice Chair | ✓ |
| Andy Hoole [AH] | Communications | ✓ |
| Andy Wheeler [AW] | Treasurer | ✓ |
| John Cheel (JC) | Ordinary Member | ✓ |
| Emily Holden [EH] | Membership | 🗶 |
| Jude Glynn [JG] | Women’s Road Relays Team Manager | ✓ |
| Katie Thomas [KT] | Newcomers Coordinator | 🗶 |
| Laura Gale [LG] | Club Kit | ✓ |
| Linda Goulding [LG2] | Club Secretary | ✓ |
| Mat Pollard (MP) | Men’s Cross-country Team Captain | ✓ |
| Taz Yousaf (TY) | Social | ✓ |
| Oliver Kirkland (OK) | Men’s Road Relays Team Manager | 🗶 |
| Rhian Littlewood (RL) | Women’s Cross-country Team Captain | ✓ |
| Clare Mullin (CM) | Ordinary Member | 🗶 |
| Tony Hall [TH] | Coaching Coordinator | ✓ |
| Dave Powner (DP) | Events Coordinator | ✓ |

# Apologies Received

 Emily Holden

 Clare Mullin

 Oliver Kirkland

 Katie Thomas

# Agenda

1. Review previous months’ minutes / action points
2. Race Events De-brief (DP)
3. Membership statistics (EH)
4. Christmas Party (TY)
5. Dates – 2017 AGM and Awards Evening (LG)
6. AOB

# Actions

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| **Owner** | **Action** | **Complete / Review** |
| Steve Doswell | Arrange a date for marshalling takeover at CHPR | 14/11/16 |
| Steve Doswell / Emily Holden | Continue to chase club members that have committed to renewing, remove non renewing members from EA | 14/11/16 |
| Stacey Marston | Progress twin Club Initiative | 14/11/16 |
| Steve Doswell | Seek feedback for low numbers at Killer Mile event | 14/11/16 |
| Andrew Wheeler | Prepare profit and costs report on Leafy 10K | 14/11/16 |
| Stacey Marston | Develop Club Membership Strategy | 14/11/16 |
| Linda Goulding | Confirm Christmas Party details with RHP | 14/11/16 |
| Linda Goulding | Book AGM & Awards Evening dates with RHP | 14/11/16 |
| Steve Doswell | Look into donating a Laptop to CHPR | 14/11/16 |
| Tony Hall / Andrew Wheeler | Discuss / agree / organise First Aid course for coaches | 14/11/16 |
| Andy Hoole | Add Strava routes to the club website | 14/11/16 |
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# Minutes (Key Points)

## Review of action points from last meeting

* Minutes from meeting on the Monday 11th September 2016 accepted as correct.
* Establish EA requirements for coaches present at sessions – TH after discussions with EA confirmed that 2 LIRF coaches present at club sessions is sufficient for insurance requirements.
* Arrange a date for marshalling takeover at CHPR – SD to arrange a date and co-ordinate volunteer details.
* Compiling a data base of coaching sessions on a shared club drive - In progress on shared drive, will be added to and progressed by DP & AH.
* Liaise with Rowheath Pavilion Church re visit – meeting arranged for 29th January 2017.
* Email club members who have not renewed – SD has sent emails to 36 club members and received different responses, details of club members not renewing to be passed to EH to be removed, SD to monitor those who have committed to renewing.
* Progress twin club initiative – Message to AAA Lyon resent, a reply has been received, however if no further progress is made, contact will be made with the 2nd choice club.
* Ensure Committee members have access to google docs – AH in action in progress details just need to be distributed to committee members.
* Development of more user friendly maps of club routes- maps have been developed on Strava, and will be linked to club website, Strava is not needed to get access to the maps. PDF versions will still be available.
* Feedback on reason for low numbers at killer mile – action point remains open.

# Race Events De Brief

* This year’s Leafy 10K was a great success, well organised and enjoyed by all, with great feedback received from participants.
* A positive report has been received from the Race Adjudicator with no points of concern noted.
* The Committee acknowledged the hard work of all the volunteers and the Race Sub Committee headed up by the 2 race directors Dave Powner and Steve Doswell.
* Dave Powner has prepared a report on the event and gave the Committee a brief overview.
* The Race Events Sub Committee will hold a final meeting to review the event.
* AW will prepare a costs and profit report for the next Committee meeting.

# Membership Statistics

* EH confirmed that there are 175 paid up members, (169/163/156 previous months)
* SM suggested that the club should write a strategy for attracting new club members and growing and developing club membership.
* SM to consider how to move this forward with members of the Club Management Team.

# Christmas Party

* Confirmed as Friday 9th December.
* Band has been confirmed / booked.
* Food to be Curry buffet, same restaurant that has been booked in previous years.
* Ticket price to be £12
* LG to confirm details with Rowheath Pavilion.

# Dates – 2017 AGM & Awards Evening

* AGM Monday 27th March 2017
* Awards Evening Saturday 25th February 2017
* **AOB**
* LGale – next kit night Monday 17th October
* Member of the month chosen.
* MP passed on a suggestion from a club member that the club organises a coach to the Start of the Birmingham International Marathon in October 2017, due to the distance to the start and the number of club members likely to be entering the event, this is something the Committee will consider next year.
* SD commented that BvH had been informally approached to take on the organisation of the Hollywood & Wythall 10K. The Race Events Sub Committee will assess this and make a recommendation to the Committee.
* SD proposed that the club could donate a much needed Laptop to CHPR, SD to look into this further and report back to the Committee.
* SD to look into a broad approach to First Aid cover at the club.
* First aid – Nicola Sykes interest in attending a First Aid course, TH to discuss attending the course with other coaches at forthcoming coaches meeting and suggest a date to AW to organise a course.
* The Committee commented that recent coached sessions had been excellent and well attended by club members.
* TH confirmed the need to find safe locations for rep sessions, particularly on dark evenings, TH requested that he is advised of any comments / feedback or issues relating to coaching or coached session.
* Date of next meeting Monday 14th November 2016.