Bournville Harriers

Committee Meeting Minutes

11th April 2016

Meeting Chaired by: Stacey Marston

# Attendance

|  |  |  |
| --- | --- | --- |
| **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] | Ladies Road Relays Team Manager | ✓ |
| Katie Thomas [KT] | Newcomers Coordinator | 🗶 |
| Laura Gale [LG] | Club Kit | ✓ |
| Linda Goulding [LG2] | Club Secretary | ✓ |
| Mat Pollard (MP) | Gents Cross-country Team Captain | ✓ |
| Taz Yousaf (TY) | Social | ✓ |
| Oliver Kirkland (OK) | Men’s Road Relays Team Manager | ✓ |
| Rhian Littlewood (RL) | Ladies Cross-country Team Captain | ✓ |
| Clare Mullin (CM) | Ordinary Member | 🗶 |
| Tony Hall [TH] | Coaching Coordinator | ✓ |
| Dave Powner (DP) | Events Coordinator | ✓ |

# Apologies Received

 Clare Mullin

# Agenda

1. Review previous months minutes / action points
2. Run Better Workshop 20/4/16 (DP)
3. Beginners course 5/5/16 (LG)
4. John Enright park run 7/5/16 (LG)
5. Cookery demonstration 25/5/16 (SM)
6. On line membership renewal (EH)
7. Renewing life members (AW)
8. Race events sub-committee (SD)
9. Yoga sessions (EH)
10. BVH Website review / update (LG)
11. BBC Get Inspired (MP/SM)
12. New Awards (SM)
13. European club twin (SM)
14. AOB

# Actions

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| --- | --- | --- |
| **Action** | **Owner** | **Complete / Review** |
| Organise pacing group evening | Katie Thomas / Steve Doswell | 9/5/16 |
| Enter teams for BUPA London 10k | Oliver Kirkland | 9/5/16 |
| Share Run Better workshop with KHRC | Stacey Marston | 9/5/16 |
| General reminder re membership renewal on club website and FB page | Emily Holden / Andy Hoole | 9/5/16 |
| Create John Enright park run as an event on FB | Stacey Marston | 9/5/16 |
| BBC Get Inspired – set up for club | Mat Pollard | 9/5/16 |
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# Minutes (Key Points)

## Review of action points from last meeting

* Review online club membership payment system – agenda item below.
* Google docs access – ready for information, i.e. role descriptions, to be added.
* Organise pacing group evening - action point open, moved to next meeting.
* Organise Team for Bupa London 10k – Ok has entered the majority of the men’s team, LH experiencing some issues with entering the women’s team on the website, therefore the names of the women’s team members will be forwarded to OK who will enter the team.
* Actively promote safer running guide on website – promoted, action point closed.
* ICE kit options – LG has sourced key rings on which ICE details can be entered, they will be available FOC to club members on the next kit night. AW suggested using some of the surplus monies the club has to purchase ICE kit to be given FOC to members, other choices may be considered in the future.

# Run Better Workshop

* Approx. 20 members have indicated an interest in attending the event although more may arrive on the night.
* The event will be opened up to KHRC, SM to share details on their FB page.
* DP to further promote to the event to BvH.

# Beginners Course

* Suz West forwarded a summary.
* Only 12 people have signed up for the course to date.
* Whilst disappointing, it’s recognised how many alternatives there are available for beginners running locally, many of which are FOC.
* Promotion of the course will continue, and it will be actively promoted at the Choc 5K.
* The course will be delivered as planned to all those who sign up.
* The number of coaches and helpers required may be scaled back and will be decided upon the week before the event.
* SW also commented the club needs to consider how it will cater for beginners in the future.
* SD to organise the printing of 600 flyers promoting the course and the club, which will be handed out in goody bags by St Marys Hospice at the Choc 5K

# John Enright park run

* Arranged for the 7th May, continue to promote.
* SM to create as an event on FB.
* Tables will be required on the day.

# Cookery Demonstration

* A cookery demonstration will be held at RHP on the 25/5/2016, hosted by Guy Marston and Chris.
* The demonstration will focus on healthy and nutritious meals that are quick and easy to prepare.

# 6. On line membership renewal

* Approx. 80 club members have renewed to date, which is a great response.
* EH commented on the existence of family membership which isn’t now used, however it was decided to keep this option as it may encourage younger members to join.
* EH also confirmed that different types of membership can be created as required.
* Social membership to be removed.
* EH would appreciate any feedback on the renewing / joining section on the club website and the amendments that have been made.
* A general reminder to renew will be placed on the club website and FB page.
* Further chasing of membership fees renewal may be considered in the future.

# Life Members renewal

* The club pays the fees to England Athletics for a number of life members.
* Renewal for 2 life members will be put on hold as they may no longer be running with the club, AW to confirm if renewal is required.

# Race events sub committee

* SD prepared and delivered a paper concerning the formation of a Race Events Sub Committee, a copy of which is below APP1.
* This was agreed upon by the Committee.
* Race events currently agreed are the Killer mile and Leafy 10K (adults).
* Chip timing option to be reviewed for the Leafy 10K.
* The Committee will be kept informed of the activities of the race events sub-committee. either in the committee meetings or as required.

# Yoga Sessions

* EH raised the possibility of monthly yoga session, a room can be hired at RHP for £25.
* An initial session will be planned to see if it's a success.
* Date to be set EH to arrange and present.
1. **. BvH website review**
* Actioned point carried forward.

## 11. **BBC Get Inspired**

* A way to promote the club, an invitation to run with us with a view to joining.
* MP to look into setting this up.

# 12. New Awards

* SM proposed 2 new awards.
	+ Volunteer of the year.
	+ Race report of the year.
* The committee is in favour of the new awards, consideration will be given to as to awarding plaques, or something else, i.e. wine etc.
1. **European Club Twin**
* SM put forward the idea of the club being ‘twinned’ with another European club.
* There are club members who could assist with this.
* Will be discussed further.
1. **AOB**
* Member of the month – agreed.
* Kit night next Monday – 18th and social night combined.
* Date of next meeting Monday 9th May.
* AW suggested the club volunteer to marshal park run – to be discussed at the next meeting.

**APP1.**

**Bournville Harriers Club Committee**

**Formation of a Race Committee**

**Background**

The Leafy 10K, Killer Mile and the hosting of Cross Country events present the club with some of its larger organisational challenges in any given year. These have a high impact on the club’s reputation for better or worse, place a high demand on resources, from planning and the purchase of equipment and services, and place a high level of responsibility for the safety of participants and supporters on the club and its members. This is a shared club committee responsibility. The sheer workload, level of risk management and safety responsibilities together justify the setting up of a distinct new work group to realise BvH’s aspiration to deliver excellent races. A newly formed sub-committee will be set up for this purpose, as provided for in the club’s constitution:

*5.7  The* ***BvH*** *Management Team and* ***BvH*** *Officers may delegate to a sub-committee, comprising at least 2 members of the* ***BvH*** *Committee, as and when necessary.*

**Name of the Sub-Committee: Race Events Group**

**Members:**

Race Events Manager

Club Vice Chair (who will chair this group)

Club Treasurer

Cross Country Manager

Other club members will be invited to participate as required

Club Chair will be kept informed of the Race Events Group’s activities.

**Purpose**

* to co-ordinate planning and preparations for the Leafy 10K, Killer Mile, BvH-hosted Cross Country events and any additional races proposed by the Group and agreed by the Club Committee.

**Scope of the Sub-Committee**

* to plan, make decisions and arrangements to organise race events
* purchase necessary small kit items for race events goody bags etc up to £xx value

**Reporting / update**

* the Group will report plans, progress and issues to the Club Committee via a new standing agenda in the monthly Committee Meetings.