Bournville Harriers

Committee Meeting Minutes

4th February 2016

Meeting Chaired by: Oliver Kirkland

# Attendance

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Attended** |
| Oliver Kirkland [OK] | Club Chair | ✓ |
| Steve Doswell [SD] | Club Vice Chair | ✓ |
| Andy Hoole [AH] | Communications | ✓ |
| Andy Wheeler [AW] | Treasurer | ✓ |
| Dave Powner [DP] | 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 | ✓ |
| Paul Thompson [PT] | Gents Cross-country Team Captain | ✓ |
| Stacey Marston [SM] | Social | ✓ |
| Stuart Pearson [SP] | Men’s Road Relays Team Manager | 🗶 |
| Suz West [SW] | Ladies Cross-country Team Captain | 🗶 |
| Taz Yousaf [TY] | Ordinary Member | 🗶 |
| Tony Hall [TH] | Coaching Coordinator | ✓ |
|  | Events Coordinator |  |

# Apologies Received

Suz West

Taz Yousaf

Laura Gale

# Agenda

1. Review of previous minutes & action points
2. Awards Evening
3. AGM (LG)
4. AOB

# Actions

|  |  |  |
| --- | --- | --- |
| **Action** | **Owner** | **Complete / Review** |
| Review online club membership payment system | Andrew Wheeler | 14/3/2016 |
| Google Docs Access | Andy Hoole | 14/3/2016 |
| Organise pacing group evening | Katie Thomas / Steve Doswell | 14/3/2016 |
| Organise team for BUPA London 10K, liaise with Linda Howell re organisation of women’s team | Oliver Kirkland | 14/3/2016 |
| Obtain copy insurance and H & S certificates from Awards evening caterers for RHP | Oliver Kirkland | ASAP |
| Advise RHP of table plan for evening | Oliver Kirkland | ASAP |
| Send out invitation to members to attend AGM | Lin Goulding | 28/2/2016 |
| Share a role description template to be completed by committee members  | Stacey Marston | ASAP |
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# Minutes (Key Points)

## Review of action points from last meeting

* Purchase of Promotional Banner at Rowheath – SD now in possession of banner, which is to be displayed on the park side of Heath Road, as agreed with RHP (Rowheath Pavilion).
* Review online club membership payment system – action point open, moved to next meeting.
* Google docs access – action point open, moved to next meeting.
* Organise pacing group evening - action point open, moved to next meeting.
* Organise Team for Bupa London 10k – OK to organise men’s team, OK to speak to Linda Howell re organising women’s team.
* Nominations criteria and nominees – agreed
* Set up survey monkey for club member’s votes – ready to be sent out shortly, SD has created the survey and now requires access to members email addresses. AH will arrange this, deadline for members completing the survey will be Friday 19th February.

# Online Club Membership Payments

* Carried forward to next meeting

# Google Docs Access

* Carried forward to next meeting

# Pacers / Pacing

* Carried forward to next meeting

# Awards Evening

* OK confirmed food has been booked
* A copy of caterers H & S and food hygiene to be obtained as required by RHP
* RHP will set out tables and chairs according to a table plan
* Awards nominees are being notified by email
* The Committee voted in favour of awarding a club member lifetime membership at the awards evening
* Awards plaques etc., from last year are being returned to be update with the new recipient

# AGM

* Notice of AGM to be mailed to all members by end of February.
* The Committee approved a number of changes to the constitution, which will be put to members for vote at the AGM
* Notice of AGM to include a link to a constitution revisions log and an updated version of the constitution.
* Details of committee vacancies and any nominations;
	+ Chairperson (Nomination received)
	+ Ordinary Member
	+ Race Events Co-ordinator
	+ Team Manager Men, Cross Country
	+ Team Manager Women, Cross Country (Nomination received)
	+ Team Manager Men, Road Relay, Nomination Received)
	+ Social Secretary, (Nomination Received)
* All other Committee members are re-standing

# AOB

* Role descriptions to be created for all committee positions, SM to share a role description template, priority for completion being for those roles which are being vacated in March 16. Details of all specific roles and useful information to be recorded for future reference and for anyone interest in taking up a committee position to review
* Member of the month – agreed
* Kit night next Monday -
* Date of next meeting Monday 14th March