Bournville Harriers

Committee Meeting Minutes

8th August 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

 Laura Gale

 Tony Hall

 Andrew Hoole

 Katie Thomas

 Mat Pollard

# Agenda

1. Review previous months’ minutes / action points
2. Race Events Update (DP)
3. Membership statistics (EH)
4. Christmas Party (TY)
5. AOB

# Actions

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| --- | --- | --- |
| **Owner** | **Action** | **Complete / Review** |
| Tony Hall | EA requirements re coached sessions | 12/9/16 |
| Linda Goulding | Arrange a date for marshalling at Cannon Hill park run | 10/10/16 |
| Andy Hoole / Dave Powner | Compile database of club coached sessions on shared drive | 12/9/16 |
| Clare Mullin / Stacey Marston | Liaise with Matt Wilson at RHP Church re a visit to Sunday morning worship in late September | 12/9/16 |
| Emily Holden | Email club members who have not renewed membership | 12/9/16 |
| Stacey Marston | Progress European twin club initiative | 12/9/16 |
| Andy Hoole | Ensure committee members have access to google docs / access to the spreadsheet that contains club members details to be restricted to EH & AH | 12/9/16 |
| Steve Doswell | Organise a Flyer promoting the Leafy 10k | 12/9/16 |
| Taz Yousaf | Contact the Cadbury Club to check availability in December for club Christmas party | 12/9/16 |
| Stacey Marston | Discuss with MP development of more user friendly maps of club run routes. | 12/9/16 |
| Steve Doswell | Seek feedback on reason for low numbers at killer mile | 12/9/16 |
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# Minutes (Key Points)

## Review of action points from last meeting

* Minutes from meeting on the 11th July 2016 accepted as correct.
* Announcement calling for volunteers to attend a first aid training course – AH confirmed First Aid announcement had been made, the following people confirmed they had some form of first aid training, Rachel Hursey, Anna Ostojitsch, Lynda Batchelor, and Oliver Kirkland.
* Club coach development and training – see below.
* Establish EA requirements for coaches present at sessions – TH still in discussions with EA over requirements – action point carried forward.
* Look into organising a social event, Rounder’s in the Park – arrangement of this event or similar is postponed until next summer.
* Contact Cannon Hill park run to arrange a BVH marshalling takeover, Saturday 22nd October, LG commented that the club would be calling for volunteers for the Leafy 10k and volunteers for the CHP marshalling take over at the same time in September, it was agreed to add this item to the October Committee meeting agenda to arrange a suitable date.
* Investigate possibility of compiling a data base of coaching sessions on a shared club drive – AH confirmed that DP will be forwarding details which will be placed on the drive and accessible – action point to remain open.
* Update Teal targets – In progress, OK has confirmed results to date, results will be posted to the website with placings YTD.
* Liaise with Rowheath Pavilion Church re visit – in progress, date not confirmed as yet, CM & SM to confirm date with church. TH, AW & LG will also attend.
* Email club members who have not renewed – EH to send email.
* Progress twin club initiative – SM has contacted the first choice club, still waiting for a response, carry over to next month.
* Assess and recommend minimum reserve amount – see action point below.

# Club Finances and Reserves

* LG gave the committee a brief review of the clubs financial position and reserves.
* The club continues to be in a sound financial positon with adequate reserves controlled and monitored by AW.
* The Committee agreed the following points:
	+ The club should continue to generate enough income each year to cover its activities and rent.
	+ The minimum reserves the club will hold will be £3000, equivalent to one year’s rent.
	+ This will be reviewed annually and revised if the cost of rent or circumstances change.
	+ Reserves can be used to fund such items as training, purchase of equipment or donations.
	+ In agreeing to make a donation, the committee would seek to ensure, that the activity or cause was in line with the clubs values or demonstrated goodwill i.e. towards the Rowheath Pavilion Community.
	+ The committee acknowledged that it is not possible to meet every request for support, and whilst suggestions or requests from club members would be reviewed, it is not possible to sponsor individual causes.

# Race Events Update

* Stacey Marston extended thanks to Dave Powner on behalf of the Committee and the club for the organisation of the killer mile event, the event was well organised, a great success and enjoyed by all those who attended.
* DP has compiled and shared a review of the Killer Mile event, the review will be placed in an events folder on google docs for future reference.
* The number of club members attending the event was less than previous years, this may be because the date was later in the month than on previous occasions.
* AH to ensure all committee members have access to google docs, access to the club members details spreadsheets to be restricted to EH and AH.
* SD suggests an induction to google docs
* The Race Events Sub Committee will meet next week to progress the Leafy 10k, the race licence and local authority applications are in hand and should be received next week.
* SD to organise a flyer to promote the event.

# Club Coaching Development

* All 4 candidate are booking LIRF courses.
* DP to do CIRF in February.

# Membership Statistics

* EH confirmed that there are 163 paid up members, (156 last month).
* EH plans to email all those who haven't yet renewed their membership, advising them that their membership has lapsed.
* EH will also include in the mail, the many benefits of being a Club member and also point out the England Athletics rules and requirements relating to racing for a Club without membership

# Christmas Party

* Rowheath Pavilion is booked for Friday 10th December.
* Saturday 11th December is the date of a Teal Target race.
* TY to contact the Cadbury Club where the Christmas party was held last year to see if any alternative dates are available in December.
* The Committee agreed to fund entertainment this year, a live band.
* Further details to be discussed / confirmed at the next meeting when the venue is agreed.
* **AOB**
* LGale – next kit night
* Maps on the website – LG advised that comments had been received from new members or those that don’t know the area well, that the club run route maps on the website were difficult to follow. SM to discuss with MP developing new maps. JC and CM happy to assist.
* Member of the month chosen.
* Date of next meeting Monday 11th September2016.