

Bournville Harriers

Committee Meeting Minutes

14th October, 2013

Meeting Chaired by: Chris Harlan-Marks

Attendance

Name	Role	Attended
Chris Harlan-Marks	Club Chair	✓
Sue Ward	Club Vice Chair	✓
Lesley Proctor	Club Kit	✓
Daniel Trimm	Club Secretary	✗
Kevin Oakes	Coaching Coordinator	✓
Paul Gorman	Communications	✗
John McKeon	Events	✓
Paul Thompson	Gents Cross-country Team Captain	✗
Nicola Cumley	Ladies Cross-country Team Captain	✗
Becky Hampson	Ladies Road Relays Team Manager	✗
Linda Howell	Membership	✓
Gareth Cadd	Mens Road Relays Team Manager	✗
Steve Atkinson	Newcomers Coordinator	✓
Alan Orr	Ordinary Member	✓
Ed Hartley	Ordinary Member	✗
Laura Leslie	Social	✓
Mark Cooper	Social	✗
Andy Wheeler	Treasurer	✓

Apologies Received

- Daniel Trimm
- Paul Gorman
- Mark Cooper

Agenda

1. Coaching and Coach Development (Chris Harlan-Marks)
2. Satellite Clubs Partnership with Bournville College (Chris Harlan-Marks)
3. Preparing members for non-BvH major events (Steve Atkinson)
4. Responsibilities for BvH items (Steve Atkinson)
5. Storage & Access to BvH assets (Steve Atkinson)
6. BvH Asset Stock Take (John McKeon)
7. Leafy 10K Club Members' Feedback (John McKeon)
8. Yacht Handicap (John McKeon)
9. Christmas Party (Laura Leslie)
10. B'ham Half Marathon Meetup (Laura Leslie)
11. AOB

Actions

Action	Owner	Review
Arrange coaches meeting to discuss involvement of assistant coaches in leading training sessions	Kevin Oakes	
New training session to be uploaded to website	Kevin Oakes	
Contingency plans for times when coach or assistant not available	Kevin Oakes	
Check to see if other coaches available to assist with coaching at Bournville College	Kevin Oakes	
Shared calendar for non-BVH events for committee members only	Paul Gorman	
Advise on alternative web tool for sharing calendar	Chris Harlan-Marks	
Recost Access Self storage for club equipment	Chris Harlan-Marks	
Approach Pavilion about external storage container or internal storage area	Chris Harlan-Marks	
Advise John McKeon by email what kit everybody has	All	
Drop off equipment at John McKeon's house	Sue Ward	
Race sub-committee meeting to discuss communications and other issues following Leafy 10k	John McKeon	
Organise Yacht Handicap and refreshments after	John McKeon/ Chris Harlan-Marks	
Organise food for Christmas Party	Chris Harlan-Marks	
Pro-rata membership fee for half year to be added to website	Paul Gorman	
Arrange plaque for junior cross country league trophy	Sue Ward	
Generic 'well done' for half marathon completers	Chris Harlan-Marks	
Look into places for the London Marathon next year	Linda Howell	

Minutes (Key Points)

1. Coaching and Coach Development

- June Swift from England Athletics was unable to attend the meeting. She has however provided information and help on coaching and mentoring.
- John Barry and Mick James are no longer available for coaching.
- The club is down to two coaches now. Consider if those with Leadership in Running Fitness (LiRF) certificate can lead trainings sessions. Kevin to arrange meeting with coaches and assistant coaches (KO)
- New training session to be uploaded to website (KO)
- Contingency plans to be put in place for times when coach or assistant are unavailable (KO)

2. Satellite Clubs Partnership with Bournville College

- Heather Cowan from Birmingham Sports Partnership was unable to attend the meeting. She was hoping to talk about coaching to help 16 to 25 year olds back into sport.
- Concern was raised about insurance. It is understood that coaches are covered by a separate insurance from the club.

- It is anticipated that coaching at Bournville College will be on Thursday evenings during term time for a full year although this has yet to be confirmed.
- Concern was raised that this would be a big commitment for Kevin. He will see if other coaches would be available – to be raised at meeting (KO)

3. Preparing members for non-BvH major events

- It was suggested that other events should be put onto calendar available to all committee members – Dropbox may be ideal (PG)
- Chris suggested an alternative web tool, details of which will be distributed (CHM)

4. Responsibilities for BvH items &

5. Storage & Access to BvH assets &

6. BvH Asset Stock Take

- It was suggested that responsibility for items would be split between committee members. This would require a full inventory and being easily accessible.
- An alternative suggestion is to use Access Self Storage in Selly Oak. This has been considered in the past was rejected to the cost. This is to be recosted for consideration (CHM)
- A further suggestion was to ask the pavilion about placing a storage container externally or having an area internally (CHM)
- It was suggested that the club could purchase a marquee saving on the cost of rental
- In the meantime, all committee members with club kit and equipment should email John McKeon with details (all)
- Sue Ward is to drop off equipment at John's house (SW)

7. Leafy 10K Club Members' Feedback

- The man who collapsed near to the finish has made a full recovery.
- The race adjudicator was happy with the event, although a water sign will be required in future
- Positive feedback from participants
- Communication needs to be reviewed for future events eg walkie-talkies. John will arrange a sub-committee meeting to discuss this and other items (JM)

8. Yacht Handicap

- The Yacht Handicap will be held on Friday 27 December followed by mince pies and mulled wine. Chris to check availability of the Pavilion/bar (JM/CHM)

9. Christmas Party

- The Christmas Party will be held on 14 December starting at 6pm. The pavilion has been booked from 5pm until 12am. A ceilidh band with caller has been booked.

- Chris will organise the food (CHM)

10. B'ham Half Marathon Meetup

- It was agreed that members wishing to meet up after the half marathon should follow threads on the website rather than arranging a club meeting point.

11. AOB

- Keith was awarded member of the month at the last presentation
- Next member of the month chosen
- The pro-rata membership fee for the half year needs to be set up on the website (PG)
- The club is supporting the junior cross country league which involves St Lawrence School. The plaque on the trophy is to read 'Supported by BvH' (SW)
- Announcements at the Monday club night following the Birmingham Half Marathon will be a generic 'well done' (CHM)
- The club is to look into places for the London Marathon next year (LH)
- **Next meeting Monday 4th November**

