Bournville Harriers

Meeting minutes

Monday 10th April 2017

Meeting Chaired by: Stacey Marston

# Attendance

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** |  |
|  Stacey Marston (SM) | Club Chairperson | ✓ |
| Rebekah Hilton (RH) | Club Vice Chairperson | ✓ |
| Katie Alldrit-Rose (KA) | Club Secretary | ✓ |
| Lin Goulding (LG) | Club Treasurer | ✓ |
| John Cheel (JC) | Membership Secretary | ✓ |
| Nicola Morris (NM) | Ordinary Member | ✓ |
| Simon Newman (SM) | Ordinary Member | ✓ |
| Nicola Sykes(NS) | Head Coach | ✓ |
| Dave Powner (DP) | Race Events Co-ordinator | ✓ |
| Andy Hoole (AH) | Communications Officer | ✓ |
| Rhian Littlewood (RL) | Team Manager Women’s Cross Country | ✓ |
| Mat Pollard (MP) | Team Manager Men’s Cross Country | ✓ |
| Oliver Kirkland (OK) | Team Manager Men’s Road Relays | ✓ |
| Jude Glynn (JG) | Team Manager Women’s Road Relays | ✓ |
| Steve Doswell (SD) | Membership Development Co-ordinator | ✓ |
| Laura Gale (LaG) | Kit Secretary | ✓ |
| Jo Whiting (JW) | Social Secretary | X |

# Apologies Received

Jo Whiting

# Agenda

1. **Review previous months’ minutes / action points (Various)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Owner** | **Action** | **Complete / Review**  |
| a | Stacey Marston | Progress twin club initiative. | Closed |
| b | Jude Glynn/Rhian Littlewood/Oliver Kirkland/Mat Pollard | Prepare information to be posted on the club website relating to team information and events | Carry forward - 8/5/17 |
| c | All Committee | Obtain information / feedback on guide running for people with visual impairments, gauge interest from any club member willing to pursue this initiative | Carry forward - 8/5/17 |
| d | Dave Powner | Discuss website domain for the Leafy 10K with AH | Closed – see new action |
| e | Andy Hoole | Post Rowheath Pavilion Community Policy to Club website  | Carry forward -8/5/17 |
| f | Linda Goulding | Arrange for purchase of suitable storage cupboards agreed with RHP | Carry forward - 8/5/17 |
| g | John Cheel | Discuss updating club record and rankings on the website | Closed – see new action |
| h | Jude Glynn | Discuss London 10k places with OK | Closed |

Notes on actions

1. Action closed - first trip now organised. Committee members to let Stacey know if they would like to be more involved in the initiative.
2. Carry forward - team managers to look at this when gap in cross-country, relay schedule.
3. Carry forward – we are aware of an infrequent guide running course. NS explained that she has done sign language course – would mean that we could advertise the club as being as hearing impaired inclusive. NS also noted that there is a parkrun in Northampton with signing and a white board for notes. Agreed to put time aside at less busy meeting to discuss further.
4. DP explained that we can get the leafy10k domain for £20 for a three year period. Discussed and agreed that ‘Leafy10k.co.uk’ is the preferred option. DP to take forward.
5. LG agreed to send the policy to AH to be added to the website.
6. LG has selected the preferred cupboard. LG will order once agreed with Rowheath.
7. JC explained that there does not appear to be an automatic way to get data and therefore significant manual work would be required. MP noted that he is aware of another club using excel to grab data from Power of 10. MP to investigate further.
8. JG and OK were unable to find info. Agreed no further action required. N.B. Since the meeting, JG has received information about free places and posted on Facebook to get interest from club members.
9. **Presentation/discussion from Ian Mackenzie from the Run Birmingham Project**

Ian attended to provide an overview of the Run Birmingham (“RB”) scheme and how BvH could potentially get involved.

The programme is funded by lottery (halfway through three year grant). Main aim is to encourage people to use running to get fit/improve wellbeing. Focus on not being a sports project – open to all, providing advice and free running activities. Programme aims to target poorer postcode areas, BME and women. Many of the activities provided by the scheme are 9 to 5 Monday to Friday. Locally, the scheme is looking at improving activities in Weoley Castle, Longbridge, Northfield (e.g. Victoria Common).

A recent new focus is school parent groups – already had 500 participants. Looking at setting up partnerships with clubs on a more formal level, with a particular consideration of how clubs can help in sustaining project goals after completion.

Ian explained that collecting data on participants is vital as this helps to evidence that the scheme is meeting its objectives.

Key things for BvH to do/consider:

* Provide volunteers such as run leaders (note that RB can provide training)
* Let RB know about beginners courses (note that in future RB could publicise and perhaps fund some places)
* Offer to put on more beginners courses
* Consider free places on beginners courses
* Get beginners to fill in registration forms

Noted that LaG donated some women’s running gear. Ian explained that this is targeted to specific groups, e.g. people who are referred through Mind/Mencap and asylum seekers.

1. **Yacht Handicap (DP)**

LG has provided mugs and DP to get chocolate eggs to put in them for prizes. Noted that there is a possibility that Andy Wheeler could provide chocolate but probably too late notice for this occasion.

DP has a shield for the winners. Discussed and agreed that we do not need to get a trophy for the winners to keep. SM has a contact for engraving and can take the shield after the event.

Discussed whether the event should be open to individuals (as it was in the past) but agreed that it should remain as pairs only.

DP to organise race numbers. Not found numbers in the in cupboard but will make arrangements.

Discussed whether tent required in field. Agreed that this would help focus event on field, which would be helpful given the note received from Rowheath re noise. Agreed that one gazebo is enough – SM will bring. Agreed that there is no need to specifically ask Rowheath about this but will mention if see them.

No official entries as yet but was mentioned in club announcements. Members can also enter on the day. SM has volunteered to help on the day. DP will put arrows up on Thursday night. Agreed no further volunteers required as DP and SM can manage between them. Probably no more than 20 participants expected.

With regard to the email from Rowheath re noise, we have agreed that we will keep the event on the field and explained that it should be over by 11am. LG has asked Rowheath if the café is open but has not yet had a response. LG will update if she hears anything.

1. **Beginners course (Suz West/LG)**

Feedback from last year - beginners didn’t feel like they were included in club and didn’t know what the club was about.

To address this, there will be a social event after the session on 25May. Emily will also do a yoga session as part of warm up for normal club members, which will also function as a warm down for beginners, therefore enabling some interaction between beginners and main club session.

Transition groups will be at 7:30pm. SD to work with Suz on making people feel more involved. Noted that last year the transition groups ran at all different times and didn’t always enable people to mix with main club sessions. NS noted that we need to expose the transition group to the main club runners more. Possibly do a warm up lap with cool down for beginners – e.g. just a half field lap.

Currently have 12 people signed up but only 4 paid.

Suz has leaders, sub leaders and volunteers in place.

To encourage people to sign up to the club after the beginners course, planning to hold a Parkrun aimed at volunteers – e.g. get them to sign up, wear their new vests for the Parkrun and compare times to beginners course 5k result.

Agreed that SM will do announcement on field on Mondays – beginners can stay for this and then leave before main run.

Discussed whether we could we offer free places etc as per Ian’s RB discussion. Noted that our demographic is very different to what Ian is trying to attract – this is partly geographic. LG explained that beginner’s course subsidises other things (last year we only had a cash surplus because won the 10k £500 prize).

Agreed that we will reconsider at the next meeting. Noted that there are lots of free couch to 5k programmes available so might need to offer discounted/free places to manage this. Also noted that we could consider contacting Ian if we think there are people who we think might otherwise join if not for the cost. Issue could be considered as part of membership development strategy.

We need more participants but last year had a late surge (60 to 70% joined in last week) and this may happen again. This year we have a fixed deadline which we did not stick to last year. Last year we emailed people who signed up to find out how they heard about it – overwhelmingly word of mouth so we need to encourage club members to keep sharing on social media.

SM noted that we could ask Ian to share on his website and that we will ask Cannon Hill and Rowheath to share it too.

RH – suggested dropping flyers in to GP practices.

1. **Rowheath Pavilion – funding for summer running track on field (LG)**

Rowheath introduced the idea of marking out running track on field. Cost of £400 to mark out and £75 per week for upkeep (£850 total for 6 week period from end of May to mid-July). Will be on pitches not used over summer terms. Will be offered to schools etc to use in daytime so we would only pay a proportion of the cost.

SM asked whether we should make more of a contribution and potentially have it sponsored by BvH. Need to consider whether we would get exposure from this. For example, is there a local community newsletter that would help with this?

Committee agreed on £250 contribution. We will specify that we intend to use on club nights and possible additional use.

Consider whether we organise an event around it – e.g. Bournville Games. Noted that there is no guarantee of exposure.

1. **Membership development role – first contact for newcomers/purpose, scope and what members should expect (SD plus query from DP)**

SD explained that when people join the club they tend to find friendship groups, find runners who match their level etc. However, less outgoing people might struggle more to get to this stage – membership development provides a loose structure to make sure opportunities more available to everyone.

Both club and individuals can benefit – it will help to strengthen club over time by providing a pipeline of potential committee members, volunteers, team participants etc.

Will have a structure in place to track and observe new members/beginners – talk to them about what their aspirations are, open out options to them and discuss the possibilities of their involvement.

This year we will take the beginners course participants and a sample of existing members to trial the process. Plan to have a trial in place by latter end of beginner’s course.

We need to consider how we manage newcomers. Currently pair them up on first night and then it is pretty much down to them for next few weeks. This programme is a way to extend this and monitor/look after new people in the early stages. At the moment, we are not sure how many people we are converting/losing.

The membership development role will require coordination of various activities/roles - e.g. work with membership secretary, coaches, and team managers. Consider whether we could email the newcomers afterwards and ask how they got on. Might get more honest feedback that way.

Agreed that we will use data capture for those who enquire through the newcomers form. AH to send standard form that we can send when people enquire. LG asked that we call this e.g. enquiries form.

More people now have access to newcomers email. We need to agree process for people checking and contacting, for example, consider whether a rota is required.

All to send feedback to SD.

1. **Life member renewals (LG)**

LG explained that life members are founding members – they get free membership with club and club pays EA fees.

The committee agreed to renew all life members who are actively running.

1. **Role of Mental Health Ambassador – query re a committee position/recognised on the website (DP)**

This was not previously a committee position. Clare happened to be on committee as ordinary member when she started role. Clare often had a lot of input to meetings over last 12 months – DP queried whether we would lose that input without her on committee.

LG suggested that we give them a standing invite. She could then let KA know if she would like to attend a meeting. SM suggested asking for a quarterly update either by way if email or presentation.

1. **AOB**
* JC has had queries regarding whether new members can re-join without club vest (i.e. previous members who already have vest). Confirmed that this is ok. Noted that there is no set process for LaG to know which members have paid for a new vest but LaG understands that new members were directed to email her by the membership secretary when they signed up.
* JC to send SM’s welcome email to new members. SM said ok to do on e.g. monthly basis etc if this is easier. JC noted that when he sends the email through EA it keeps the recipient email addresses private. SM and JC to review the welcome email.
* Member of the month voted for.
* LaG suggested that we should put logos of things we are involved with on website. e.g. Mind.
* JC asked about the Kildare race. SM explained that Newbridge’s club chair is asking about group discount on our behalf and the discount will likely be by way of a code. SM will confirm once she knows.
* RL raised the report on operation of the cross country leagues and how men’s and women’s leagues work together. RL will collate feedback on behalf of club. Could make a big difference to how our cross country teams work. LG to send report round the committee again and all to let RL know if they have any feedback. RL pointed out that point in report about splitting the costs was slightly misleading and costs are pretty fairly split.
* MP noted that Kings Heath are hosting Cofton cross country league race on 13 Jan and raised the question of whether we can offer any help. Agreed that we will support them by loaning equipment etc as required. SD said that initially they just want to know about which authorities etc they need to speak to and he can help with this.

# Actions arising from meeting/previous actions carried forward

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| --- | --- | --- | --- |
|  | **Owner** | **Action** | **Complete / Review** |
| b | Jude Glynn/Rhian Littlewood/Oliver Kirkland/Mat Pollard | Prepare information to be posted on the club website relating to team information and events | 8/5/17 |
| c | All Committee | Obtain information / feedback on guide running for people with visual impairments, gauge interest from any club member willing to pursue this initiative | 8/5/17 |
| d | Dave Powner/Andy Hoole | Confirm progress re Leafy 10k website domain | 8/5/17 |
| e | Andy Hoole/Linda Goulding | Linda to send Rowheath Pavilion Community Policy to Andy. Andy to post on club website.  | 8/5/17 |
| f | Linda Goulding | Arrange for purchase of suitable storage cupboards agreed with RHP | 8/5/17 |
| g | Mat Pollard | Provide update re research into spreadsheet programme to assist in loading club record and rankings on the website | 8/5/17 |
| h | Stacey Marston/ John Cheel | Review welcome email for new joiners | 8/5/17 |
| i | [TBC] | Speak to Clare Mullin re standing invite/quarterly update on mental health ambassador role | 8/5/17 |
| j | All | Feedback to SD re membership development ideas/commentsConsider rota for checking newcomers email – is this required?  | 8/5/17 |
| k | Andy Hoole | Sent new enquiries form to all  | 8/5/17 |
| l | All | Send feedback to RL re cross country report | 30/4/17 |