Bournville Harriers

Minutes

Monday 8th May 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 | X |
| 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 | ✓ |

# Apologies Received

Rhian Littlewood

# Agenda

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

# Actions from last meeting

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Owner** | **Action** | **Complete / Review** |
| a | 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 - 12/6/17 |
| b | 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 -12/6/17 |
| c | Dave Powner/Andy Hoole | Confirm progress re Leafy 10k website domain | AH and DP to discuss – update 12/6/17 |
| d | Andy Hoole/Linda Goulding | Linda to send Rowheath Pavilion Community Policy to Andy. Andy to post on club website. | Closed – see new action |
| e | Linda Goulding | Arrange for purchase of suitable storage cupboards agreed with RHP | Closed |
| f | Mat Pollard | Provide update re research into spreadsheet programme to assist in loading club record and rankings on the website | Carry forward – 12/6/17  Reassigned to AH |
| g | Stacey Marston/ John Cheel | Review welcome email for new joiners | Closed |
| h | Stacey Marston | Speak to Clare Mullin re standing invite/quarterly update on mental health ambassador role | Closed |
| i | All | Feedback to SD re membership development ideas/comments  Consider rota for checking newcomers email – is this required? | Carry forward in relation to new ideas proposed – 12/6/17 |
| j | Andy Hoole | Sent new enquiries form to all | Closed |
| K | All | Send feedback to RL re cross country report | Closed |

Notes on actions

1. Roll over action to June after all competitions finished.
2. NS looked up courses but none running at the moment. Some clubs are doing one off sessions but generally only a couple of courses a year. JW noted that there is a visually impaired runner in her beginners group. LG will send round link to England Athletics course to the committee after the meeting. Agreed that we should keep the action – owner to be confirmed.
3. Progress underway. AH to discuss separately with DP.
4. Action now completed and policy is on website. AH to send to SM to post copy on Facebook.
5. Cupboard has been ordered. LG was able to procure the same cupboard for a better price than originally budgeted. SN to assist with attaching to wall. Arrangements for the key will be finalised and confirmed to relevant parties.
6. MP sent spreadsheet to AH and JC. AH to look at. Action to be carried forward and allocated to AH.
7. SM and JC reviewed and updated email, which has now been sent to new joiners.
8. Arrangements now made. Clare to attend the June meeting to give update.
9. SD has made progress on the plans following discussion at last meeting and feedback. See comments in later agenda point. Regarding the newcomers email, AH has set up an email address that seven people have access to and a rota is in place to manage responses. It was noted that lots of emails have been received recently. LG and JW raised the fact that some beginners have specific targets in mind (for example the Birmingham half) and It was suggested that the coaches to think about planned progression if there are people joining the club in order to train for specific events.
10. AH has received feedback and updated the form accordingly. Updated form can now be found on the website. The relevant spreadsheet is on the same account as the newcomers email address.
11. 30 April deadline for feedback now passed and therefore action closed. RL was not present at the meeting to give an update on any subsequent progress.
12. BBQ social (JW)

Event to be held on Thursday 25th May.

LG confirmed that our two key contacts at Rowheath have now left and we are waiting to confirm who has taken over. LG to email Rowheath for update on this and will pass the info to JW.

JW to contact Rowheath to find out if they can provide the bbq. Last year, they cooked the food and people paid per item. It was noted that last year there was another event at the same time so availability at Rowheath needs to be considered.

Committee discussed whether there would be two sessions of food, e.g. one to time with the end of the beginners’ session and a second to time with end of main club run. It was agreed that the bbq needs to be coordinated with the end of the beginner session to encourage people to stay. It was also agreed that we need to encourage members to attend the social at the same time as the beginners (e.g. run earlier if possible).

LaG suggested thinking about providing other food in addition to the bbq – e.g. samosas were provided last year.

N.B Bbq date is before next meeting and actions already underway at date of minutes so no actions assigned in action list.

1. Killer mile (DP)

Committee discussed the date for the event. Last year it was held during first two weeks of summer and it was noted that this meant that many people were away on holiday. Thursday 13 July proposed for this year’s event as this is before schools break up and responds to feedback last year that members wanted it to be held earlier in July.

DP explained that the main problem is get people to volunteer to drive at front and back. OK may be able to assist with this. DP to organise the event outside of the main committee meetings.

1. Membership development trial (SD)

SD provided a handout summarising ideas of what info would be useful for us to log about new joiners/ existing members. This included points relating to running experience/ability, date of joining the club and potential interest in e.g. cross country/road relays.

The draft template also included a coaching assessment, which SD explained was envisaged to be a simple ranking of people by running ability and the form this would take could be discussed in more detail with the club coaches.

SD explained that the idea would be to add all members over time but to start with beginners and small sample of existing members. It was noted that the template form could be useful for team managers to highlight new joiners who may be interested in joining the various teams. Consensus was that the form should cover the runner’s aspirations as well as ability. It was agreed that we would need to update aspiration discussions occasionally.

It was agreed that we should include some open questions in the form, for example relating to what events the runner is training for.

NS suggested giving a paper copy to a sample group of the beginners. It was agreed that this would need to be done as a discussion rather than the beginners simply being given the form to fill in. For example, we need to be able to explain to them what road relays, cross country team etc involves.

JW suggested that we should look at people who have done the beginners course multiple times and consider how we can help them to keep up with running.

Next steps –SD to review feedback received during the meeting and any further feedback to be provided.

1. Club membership update (JC)

As of 2/5/17, there were 134 paid up members out of 203 (figures exclude life members).

JC had sent a remainder email –and there were 17 further renewals as of the evening of the meeting.

MP noted that some clubs have deadlines and incentives for people to sign up by a certain date (e.g. only people paying fees by a certain date are eligible for entry into club ballots for race places).

JC confirmed that the end of June is the point by which you can no longer compete for the club if you have not paid up.

Committee agreed that the next step is for JC to send another reminder to ask for payment by end of May and then at the end of June to let people know can no longer can compete.

LG noted that we will be preparing more budgets this year so we will need to know how many people will be renewing in order to set target numbers for new joiners.

JC confirmed that there are 15 new members so far this year and that more people are signed up compared to this point last year.

SM to include reminders in club announcements re renewals.

It was noted that the website has around five diff types of membership, whereas there are 19 available on England Athletics. It was agreed that JC should review the membership types available on EA and highlight any that are not relevant. To be discussed at the next meeting so committee can agree if any types should be removed.

JC asked whether people can still join the beginners course as there have been some requests. Confirmed that it is no longer possible to join.

JC to email one person re whether they have done beginners course to ascertain whether the fee should be deducted from their membership.

Regarding the two life members not yet renewed, one will not be renewed and the other will be renewed as a social member so that their details remain on EA.

1. Race events subcommittee (DP)

Plans for the Leafy 10k start during late summer/early autumn and it had previously taken up a lot of time at committee meetings. Therefore, a separate sub-committee formed to manage such events. DP highlighted that we need a couple of new volunteers to join subcommittee.

LG explained that she is happy to stay on subcommittee but would prefer not to do marshals as has done this three years running. SD confirmed that he will continue on subcommittee in whatever role is useful.

MP has contact for medal maker and will continue to help with this.

In the past we have co-opted non-committee members to sub-committee. David Mountford and Tim have expressed interest in being more involved in general so DP to ask if they are interested in being part of the sub-committee.

NM and RH also volunteered to join the sub-committee.

1. First aid courses for members/coaches (SM/LG/NS)

A number of people took the course last time, including LG, Suz West and Tony Hall.

NS asked the coaching team a few months ago if they were interest but the available dates were difficult. NS will post in the coaches group to confirm which coaches are already qualified. Once confirmed, JW explained that she plans to put a note on the first aid kit naming all qualified first aiders.

Coaches have renewed their DBS checks as required, with one still in progress.

Coaches database on EA is not up to date – JC can update this. NS will provide him with list of names and qualifications.

1. Guide running (All)

See relevant action point. No further discussion required at this stage.

1. Hadley sessions for the summer (DP)

DP has been coaching a few individuals at the stadium and some people have seen this on Strava and asked about it. He is not currently in a position to take large numbers due to organisation issues at the stadium. Once DP has finished his course later in the summer, he may be able to run a regular session if there is interest (noted that there is currently an informal group taking part in track sessions on Wednesdays).

The committee agreed that there is potential for this to work. –DP to find out likelihood of getting regular slot. Only likely outside of main football season – this has been main problem so far. DP noted that BRAT has a regular session, although we are aware that they are building a new track at the university so they may not use Hadley in the longer term. NS has contacts at BRAT and will try to find out what their current arrangements are.

It was noted that Suz organised sessions in Redditch last year– this was independent coaches doing paid sessions.

MP suggested that we could run a trial session using Rowheath grass track once finished.

Agreed that the committee will discuss further at the next meeting when further information has been obtained.

1. BvH banner for Rowheath (SD)

SD previously purchased a banner but it was too large. Proposing to get same design but smaller size to tie to railings outside. Cost approx. £70. Banner could be supplied within approx. 1 week.

LG mentioned that there had been complaints to the council re banners tied to the railings in the past.

LG to check with Rowheath whether the banner will be allowed and what restrictions there are about when we can have it up. E.g. whether we can only put it out on club nights etc. Committee agreed that the cost was acceptable and the purchase should be made subject to confirmation from Rowheath.

1. Hockey pitch (JC)

JC raised the issue of progress with the hockey pitch at Rowheath. The situation is not currently clear and we will await a further update on the plans.

1. Locker (DP)

We need to confirm who has access to the lockers. It was noted that Rowheath have changed the lock to the changing rooms as a key was missing. Several lockers are broken so now limited to space. LG explained that the lockers are unlikely to be repaired/replaced due to budgets.

Members need to be aware of security in terms of what is left in the changing areas etc.

LG to investigate changing the locker code. SM to remind members about security during club announcements.

1. AOB

Member of month voted for.

Noted that we need log of all equipment once we get new cupboard, e.g. coaching equipment. DP has a Leafy 10k stock list which could be used as a starting point. Agreed that the most efficient solution would be to prepare the list when the equipment is transferred to the new cupboard.

# Actions arising from meeting

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Owner** | **Action** | **Complete / Review** |
| a | Jude Glynn/Rhian Littlewood/Oliver Kirkland/Mat Pollard | Prepare information to be posted on the club website relating to team information and events | 12/6/17 |
| b | All Committee  - action owner TBC when discussed further | LG to send out link to EA guide running course (already completed at date of minutes).  Item to remain on agenda for future consideration. | 12/6/17 |
| c | Dave Powner/Andy Hoole | Confirm progress re Leafy 10k website domain  AH and DP to discuss and update committee as required | 12/6/17 |
| d | Andy Hoole/Stacey Marston | AH to send Rowheath Pavilion Community Policy to SM for SM to post on Facebook group. | 12/6/17 |
| e | Andy Hoole | AH to review spreadsheet programme to assist in loading club record and rankings on the website | 12/6/17 |
| f | All | Feedback to SD re membership development ideas/comments following updated discussions/proposals provided during May meeting  SD to review feedback and update proposals accordingly. | 12/6/17 |
| g | Nicola Sykes/coaching team | Coaches to think about planned progression for beginners/ new joiners if there are people joining the club in order to train for specific events. | 12/6/17 |
| h | John Cheel | JC to send another reminder to members who have not paid for their membership renewal to ask for payment by end of May and then at the end of June to let people know can no longer can compete. | 12/6/17 |
| i | Stacey Marston | SM to include reminders in club announcements about:   * membership renewal * security at Rowheath | 12/6/17 |
| j | John Cheel | JC to review the membership types available on EA and highlight any that are not relevant. Report back to committee at next meeting. | 12/6/17 |
| k | Nicola Sykes | NS to confirm which coaches have a first aid qualification | 12/6/17 |
| l | Nicola Sykes/John Cheel | NS to provide JC with list of names and qualifications for all coaches.  JC to update database on EA. | 12/6/17 |
| m | Nicola Sykes/Dave Powner | NS to ask BRAT contacts about their arrangements at Hadley.  DP to discuss possible slots and costs etc with the stadium. | 12/6/17 |
| n | Linda Goulding | LG to investigate changing the locker code | 12/6/17 |
| o | Linda Goulding | Equipment log to be prepared when transferred to new cupboard | 12/6/17 |
| p | Dave Powner | DP to ask non-committee members if they are interested in joining events subcommittee | 12/6/17 |