Bournville Harriers

Agenda

Monday 10th July 2017

Meeting Chaired by: Stacey Marston

# Attendance

|  |  |  |
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| **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 | X |
| 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 | X |
| Oliver Kirkland (OK) | Team Manager Men’s Road Relays | X |
| Jude Glynn (JG) | Team Manager Women’s Road Relays | ✓ |
| Steve Doswell (SD) | Membership Development Co-ordinator | ✓ |
| Laura Gale (LaG) | Kit Secretary | X |
| Jo Whiting (JW) | Social Secretary | X |

# Apologies Received

Nicola Sykes

Mat Pollard

Oliver Kirkland

Jo Whiting

Laura Gale

# Agenda

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

a) The committee discussed and clarified that we would like to have a page summarising FAQs about what is involved in each of the relevant activities – for example: things to remember (e.g. clothing etc.), benefits of taking part, anything that newcomers would need to know etc. Committee agreed that there should be one page for cross country and one for road relays. We need to make sure the pages get across the message that both activities are open to anyone regardless of speed/experience and also that commitment is important when you have signed up for an event as there is a cost to the club for signing up even if runners subsequently do not attend. Team captains confirmed that work to create the content of these pages is now in progress. Action to be carried forward to next meeting.

b) Domain names now purchased. Action closed.

c) AH sent policy. SM now to post. Action to be carried forward to next meeting.

d) Work on this is almost complete. Carry forward action to next meeting.

e) To be discussed under agenda point – see notes below.

f) Now complete. Committee agreed that if people have not responded then we will assume they will not be joining and no further action required. Action closed/

g) SM has included a reminder about renewals but not yet about security. Carry forward action to next meeting.

h) Action completed and closed.

i) The committee discussed in order to clarify what is required and LG will now take this forward. Action to be carried forward to next meeting.

j) LG asked about Rowheath’s sports day but Rowheath explained that they have recently lost three key members of team so will be putting the sports day back to next year. LG noted that Rowheath do require volunteers for the food and beer festivals. LG raised query about whether we could do anything with repairing lockers/converting to new £1/having tokens made. LG to discuss with Rowheath – action for next meeting.

k) The committee agreed that some half marathon places would be included as a prize for a raffle draw open to those who take part in the Killer Mile. LG is awaiting confirmation of the free 10k places but, as discussed at the June meeting, half of these will be used as raffle prizes for various purposes.

l) AH has tried one option for syncing Facebook events with a website calendar but it did not work. There is one more option available to try. Action carried forward to next meeting.

m) Action now completed and closed.

n) Action now completed and closed.

1. Killer mile (DP)

The committee discussed roles for committee members who had volunteered to help. RH has water supplies and LG agreed to take these on the day.

The committee agreed that awards/prizes should be the same as last year.

DP to post an announcement regarding the raffle for half marathon places for those who take part.

DP to finalise goody bags ready for the event.

1. Confirmation of capacity for 2017 Leafy 10k (DP)

DP proposed an increased capacity of 300 for the 2017 Leafy 10k. SD noted that we might not fill 300 before the event so might end up needing to do offer the day entries - this was discussed and concerns raised over the admin difficulties this might cause e.g. not having age data etc. ready for prizes.

LG raised issues regarding safety of additional runners, toilet provisions, and space for all runners in the field. LG also noted that we would need to consider the cost of hiring portaloos if we increase capacity.

SD asked whether we could book the football pitch to create more space. LG explained that the pitches are booked for league games and the fixtures are planned out. It may be possible to discuss whether kick off times could be moved to accommodate this. RL asked whether it would the committee could consider starting the race e.g. half an hour earlier if this would alleviate some of the problems.

Last year Rowheath asked us to move the race to a Saturday but we declined due to potential increased traffic on weekends and precedent of the event being a Sunday morning event.

We would need to confirm whether extra capacity would require approval by Safety Action Group but DP explained that he does not think 300 would breach a new threshold.

To explore:

* Cost of portaloos (LG has this info – Andy Wheeler may also be able to confirm); and
* Conversation with football groups about pitches/changes to times (LG to try and arrange a time for conversation – LG/ RL/SD/RH all volunteered to attend the conversation depending on dates).

SD confirmed that we would need to obtain race licence for 300 and then close early if we determined that cannot handle increased capacity. No extra cost for licence expected.

SD needs to confirm breakdown of affiliated/non-affiliated runners in order to complete paperwork. DP later confirmed the figures as: 121 affiliated and 129 unaffiliated.

1. Membership development update (SD)

SD noted that for the first three weeks of the transition programme we had a consistent turnout of 13 – 16 people. SD proposed that the transition group could also be used to be the first run for newcomers to the club – although this may not be suitable for fast runners, which are the most difficult to match. The committee agreed that we may need to speak to the fast club members and explain that need their assistance to pair up with the faster new runners.

SD to liaise with JC to discuss conversion rate of beginners to membership. SD has emails of everyone who attended first transition group and proposes to contact these people after confirming with JC who has already signed up.

We had planned to use Parkrun on 15 July for the transition group members to see their improvement but there is a chance that Parkrun is cancelled this week due to another event. SD to confirm and consider alternative plans if need be.

LG/SD noted that need to establish a steady pool of volunteers at different paces to help with transition group/new arrivals in general. SM to give a reminder to people that we have a lot of newcomers and that help is appreciated.

1. Club membership update (JC)

195 paid up members.

32 are new and of these 5/6 did the beginners’ course.

36 people from last year have not renewed/have moved to other clubs.

SM raised the point that we may need to consider optimal member number/any caps required. For example, due to safety of runners for winter training e.g. when using industrial estate/local streets for reps with increased number of runners. We also need to bear in mind capacity at Rowheath for social events, although it was noted that we could consider alternative venues such as the Cadbury Club if necessary. SM noted that it is positive to see an increase in numbers and we want to continue to be open and inclusive but as a committee need to think about how we manage risks associated with increased member numbers.

RL proposed idea of splitting rep sessions into two groups but noted that this will require more coaching availability. DP explained that some coaches can take groups on their own but others with less experience/less qualified are required to be paired up to run sessions. Any proposals for changes to rep sessions would need to be discussed with the coaching team.

SM also proposed idea of signing up for rep sessions, although some committee members felt that this could put members off. NM suggested run an option of run and reps on both nights to split numbers.

Winter locations are biggest problem – will need to consider specific areas that we have had issues with e.g. complaints from residents or areas where the pavements are particularly narrow.

SD suggested we could look at location with fixed facilities e.g. university.

The committee agreed that we should make this an agenda point for the August meeting and that all committee members should have a think about suggestions before the meeting.

SD raised issue of impact on local community of large groups and issues relating to how residents perceive the club. SM pointed out that our varied routes help to avoid this becoming an issue as we do not frequently run in the same locations.

AH also raised the issue of capacity at club for announcements/lockers if member numbers continue to increase.

JC raised a query about the box on the form which newcomers can tick to say they are happy to help with marshalling etc. when they join the club and how this information is processed. DP agreed that he can take this into account when organising volunteers for events. It was agreed that DP could look at the individual forms as and when they are submitted and no specific processing of the data is required.

1. Treasury (LG)

LG provided handout of the quarterly treasury report for the period from April to June, which confirmed expenditure and the bank balance. LG noted that we have now had the majority of our income for the year.

The next update will be provided to the committee in three months’ time.

LG explained that she has also produced and income and expenditure budget for the year, which will be reforecast each quarter.

The committee discussed whether a savings account should be maintained for any reserve funds. It was agreed that we should consider maintaining a reserve equal to at least one years’ rent.

The committee discussed ways that any surplus funds could be used to benefit the members. One idea proposed if funds are available was organising a coach to travel to the Birmingham Marathon since the start line is on the other side of the city centre and may be not be easily accessible.

1. AOB
* SD: Noted that there are good signs of the club’s progress. For example, two or three years ago we only had 3 coaches and we now have 10.
* LG: a number of club members have commented that summer routes have been too road based and that they would prefer more canal/park based routes. SM to pick this up with NS. We also need to consider whether route planning is part of head coach role. It was agreed that this should be an agenda point for the August meeting.
* JC: One person has emailed asking about Leafy sign up and when this will be open. JC to forward email to DP and DP will respond.
* DP: Teal Targets – Wythall and Hollywood did not have everyone assigned to the club in Run Britain and noted that we should be aware of this when looking at teal target results. This issue could have been due to on the day entries. SM to remind people about Rub Britain and how this works, for example that members may need to claim results which are not automatically logged.
* SM met with mental health ambassadors and Nicki Mann. Nicki has been talking with the person who leads UOB mental health team. There are opportunities for nurses to come and help with Run and Talk and the club may also be route for people to continue with running after they leave university. There is the possibility of Jim from UOB coming to talk to us but he does not live locally so may need to join the meeting via Skype.
* SM reminded committee members of the need to send their apologies as early as possible if they know they are unable to make a meeting.
* SM: noted that she is considering plans for a summer social event for committee members and coaches and will circulate details.
* Member of month voted for
* RL has received emails asking if the club wants to put anyone forward for officials training. RL noted that this would be helpful as we have to put forward volunteers for cross country and it would be useful for us to have qualified officials to put forward. It was agreed that RL would add a post on Facebook and the website later in the week to obtain expressions of interest in the course.

# Actions from last meeting

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| --- | --- | --- | --- |
|  | **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 | 14/8/17 |
| b | Andy Hoole/Stacey Marston | AH to send Rowheath Pavilion Community Policy to SM for SM to post on Facebook group.  | 14/8/17 |
| c | Andy Hoole | AH to review spreadsheet programme to assist in loading club record and rankings on the website | 14/8/17 |
| d | Stacey Marston | SM to include reminders in club announcements about:* security at Rowheath
* -claiming results on Run Britain when not automatically logged
* Assisting with making newcomers welcome on first run
 | 14/8/17 |
| e | Linda Goulding | Speak to Rowheath to discuss the possibility of repairs to the track. | 14/8/17 |
| f | Linda Goulding | Speak to Rowheath about possible repairs to lockers | 14/8/17 |
| g | Stacey Marston/Andy Hoole | Explore options for a calendar link on club website/link between Facebook events and website.  | 14/8/17 |
| h | Linda Goulding | Leafy 10k:* Confirm cost of portaloo hire
* Try to arrange conversation with football groups re arrangements.
 | 14/8/17 |
| i | Steve Doswell/John Cheel | JC and SD to discuss conversion rate of beginners to members. SD to email all who attended first transition group and contact as relevant after confirming with JC who has already signed up.  | 14/8/17 |
| j | Katie Alldrit-RoseAll | * Add discussion of rep locations/running routes to August agenda
* All to have a think of suggestions beforehand
 | 14/8/17 |
| k | Rhian Littlewood | Get expressions of interest in officials training – Facebook and website post | 14/8/17 |
| l | John Cheel/Dave Powner | JC to forward query email about Leafy sign up to DP and DP to respond. | 14/8/17 |