Bournville Harriers

Minutes

Monday 12th June 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 | ✓ |
| Dave Powner (DP) | Race Events Co-ordinator | ✓ |
| Andy Hoole (AH) | Communications Officer | X |
| 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 | X |
| 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

Andy Hoole

Olly Kirkland

Jo Whiting

# Agenda

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

a) JG and OK to discuss whether to do combined piece for road relays. It was agreed that a combined summary would be drafted and any specifics for each team added in afterwards. MP is preparing summary of races. Action c/f to next meeting.

b) A number of committee members filled in the form sent round by LG to express their interest in guide running. LG is also keeping eye on courses in other part of country.

c) KA provided an update from AH. AH confirmed he could secure the domain names [www.leafy10k.com](http://www.leafy10k.com) and [www.leafy10k.co.uk](http://www.leafy10k.co.uk) at a cost of £11.99 and £7.99 per year respectively. The committee agreed that both domain names should be purchased. AH has also secured leafy10k Twitter and Instagram accounts.

d) Action carried forward to next meeting.

e) KA provided an update from AH. AH explained that he is working on a programme based on the information MP provided to pull data from Power of 10. He hopes to have something to demonstrate to the committee soon. Action carried forward to next meeting.

f) SD continues to welcome feedback. Action carried forward to next meeting.

g) Suz West is working on the transition plans. NS explained that there are no specific plans tailored to future races distances in place yet as we had large beginner numbers but the team will look into tailoring for Bham marathon/half from mid-summer. There is a coaching meeting in late July at which this will be discussed. It was agreed that the action would be closed and a coaching update added as an agenda item at future meeting.

h) JC confirmed that 175 people have now paid so we have seen some progress. There have been 12 renewals and 5 new members since the last meeting. JC to circulate the list of people who are still outstanding and have not confirmed either way – to be added as a new action point.

i) Action carried forward to next meeting.

j) JC has now deleted any membership options that we are not using. There are a couple of special types relevant for this year that JC will remove when finished with. Suz West explained to the beginners last week that they can join at reduced rate and this was also communicated by email when they joined the beginners course. Action closed.

k) NS confirmed that 4 active coaches 4 are fully qualified first aiders. Of the remainder, 2 are keen to train and are booking on courses in July. NS also pointed out that there are a number of ordinary club members who are also first aid qualified. NS continues to post dates in the coaches group when she is aware of new courses coming up.

l) JC has the required information and will update the database shortly. He will also bring up to date volunteer roles –to include Alan Orr and Clare Mullin (in their capacity of mental health ambassadors) and Suz West (in her beginners role). There is also an officials role for those who manages races, timekeeping etc – the committee discussed and agreed that they understand this to mean qualified officials and therefore agreed not to list anyone in this category. EA keeps track of whether coaching qualifications are up to date or expired.

N.b. Update already completed by date of issuing minutes so no action added.

m) DP spoken to Hadley and we can book a slot at £59 per evening. Currently those using it pay per person £2.50 to £5. Committee discussed various options for the future, including the new university track. It is not yet clear when the track will but MP explained that he thinks it will be owned by King Edwards School so unclear on whether it will be available for use in any case. Committee agreed that use of the grass track is working well at the moment and that, considering cost and distance, no group sessions should be organised at Hadley. Action closed.

n) Action now closed. Thanks to SN for his assistance.

o) LG has prepared an equipment log. LG to upload to Google docs and send copy to all coaches. AW bringing some small items to be put in the cupboards. A small number of people still have some items of kit at home but there is now space in the cupboards to store these items.

p) Tim Hodges and Dave Mountford happy to be involved. DP will move this forward to start ball rolling for Killer Mile.

1. Mental health ambassador update – Clare Mullin

Clare attended the meeting to give the committee an update on the work she and Alan Orr are undertaking in their roles as mental health ambassadors.

Clare has spoken to EA and confirmed that they want the ambassador role to continue. The current proposal is to focus on holding run and talk (R&T) events at club sessions and the monthly sessions at Cannon Hill. Clare explained that they are trying to link with others in the local community to help promote the mental health ambassador work.

There are usually around 8 to 12 attendees from BvH at each Cannon Hill R&T and between 4 and 10 from outside the club. Based on current numbers, there is no proposal to increase the frequency of sessions. Three people from Kings Heath Running Club (KH) have signed up to be ambassadors and Clare has shared the BvH strategy with them and suggested they share with their own committee. Clare explained that she is proposing to work with KH to make R&T a joint effort. There is also an emerging partnership with Bham Uni – there have been discussions around psychiatric nursing students who need to get certain number of hours work experience attending the sessions. Clare and Alan are envisaging R&T numbers to increase over the next few months and to have more people from the wider community involved.

Clare explained that an R&T twitter account has been set up to help promote the event. Clare also discussed the possibility of getting leaflets printed to advertise the sessions. Expected cost of 500 A5 flyers is £31.64 (single sided) and an additional £13.54 for double sided. The committee agreed in principle with the idea of leaflets as a method of advertising and approved the costs for double sided leaflets, subject to investigating any other suppliers (including one proposed by MP, for which he will send details to Clare). In terms of distribution, Clare explained that many of the attendees at R&T are service user leaders and could therefore help with distributing leaflets. Other methods will include dropping in leaflets to local supermarkets, mental health centres etc. The main target area is south Birmingham but could also consider central Birmingham areas in easy reach of Cannon Hill.

Clare suggested that we could propose to KH that BvH print the first set of leaflets (to include the BvH logo) and KH could organise a subsequent printing once they have their ambassador work up and running. It was agreed that, when the two clubs join up for the purpose of this programme, we should make sure both identities are recognised on the leaflets and other material.

It was also agreed that the mental health programme should have clearer links with club coaching nights – for example, the coaching team to collaborate with Clare and Alan to make sure there is a joined up approach and e.g. plan dates for R&T sessions to be incorporated into rep sessions.

SM suggested that we could consider issuing a simple survey to club members to find out how aware they are of the programme and get their thoughts on it. Proposed questions could include, for example:

* Are you aware that the club has a mental health ambassador programme?
* Have you taken part in any sessions?
* What do you think could be improved?

Clare to give another update to the committee in six months.

1. Killer mile (DP)

The committee agreed that they are still happy with 13 July (subject to issues discussed below). DP has been in touch with Peacock but has not yet able to discuss with anyone with sufficient authority due to a change of manager. DP will chase.

DP needs to reorder stock of numbers and pins prior to event.

Tim Hodges and Dave Mountford to be involved in organising the event.

MP’s contact has confirmed that he can provide the medals again.

SM asked when DP planned to announce date as it was noted that we need to give members sufficient notice. DP would like to confirm with Peacock first and intends to do this within seven days of the meeting. If after this point we are still unable to get the go ahead from the Peacock then we might need to rearrange the date. It was agreed that DP should issue a save the date to members with confirmation and more detail to follow. N.B this has been completed by date of issuing minutes so no action added.

1. Club membership update (JC)

See action point notes above (point (h)). No further update.

1. Thinking of running with us/joining as a new member webpages (JC)

JC explained that people had been confused because there are lots of menu options on website. There is ‘Run with us’, which is for newcomers who want to come along and try, and ‘Joining as a new member’, which is intended for people ready to sign up. However, there has been some confusion between the two and a few people have completed the wrong form. JC proposed to have have one link for ‘Run With Us’ with a link to page to join (but this would not be a menu option).

SM suggested that we could omit the joining link from website entirely and just send link in email to newcomers when they are ready join.

It was agreed that the committee should review the website in detail with screen at a future meeting – either July or August when we have time to dedicate to it. SM to talk to AH first. It was noted that it would be helpful for the committee to think of ideas in advance of the session.

1. Treasury (LG)

LG explained that she is introducing a quarterly report from July to give the committee information on the club’s income and expenditure. LG also confirmed that she is putting together an income and expenditure budget based on the figures for the last three years.

The club now has online banking set up – SD and LG have access. Expenditure needs to be approved in advance, although it was noted that reasonable expenditure for events such as the Leafy 10k is considered approved on the basis that the event itself has been approved.

There is a two stage process whereby LG will set up payment and SD will approve. We can pay suppliers directly if details provided by committee.

1. Rowheath Pavilion AGM (LG)

LG attended the meeting. There was an update on development at Rowheath – piece of grass in middle of the track is being developed into football pitch, with the work expected to be completed by March 2018. Rowheath applied for grant to fund this.

It was confirmed that no plans have been drawn up yet and there is no funding currently in place for the hockey development.

Rowheath confirmed that they are happy for us to approach EA to confirm whether funding available for development of the running track.

It was agreed that the committee should have an agenda point for a future meeting to consider what we can do to be more involved in Rowheath Pavilion. LG noted that it is a not for profit organisation and this year it expects to make £1,200, which it will be offering to users to apply for. For example, we could potentially we could apply for some for our beginners course. LG explained that Rowheath really value involvement from users and suggested that we could consider running an event, donating something, or making other contributions.

DP asked whether there had been any wider communication about the football pitch development with other interested parties. LG explained that she considers it to be up to Rowheath to decide how information should be communicated to others.

MP asked whether anything could be done to improve current track. If repairs are to be done then we would need to speak to Rowheath about this first. LG agreed to speak to Rowheath to discuss. SD has experience of discussing running track implementation with Coventry City Council so would be interested in being involved in discussions with Rowheath.

All committee members to have a think about possible involvement with Rowheath for future discussion.

1. Great Birmingham 10k 2018 entries (LG)

We will receive a £500 donation and 15 free places for winning the running club prize at the 10k (as well as entry to Ethiopian run draw). LG explained that the results were previously based on the fastest 7 runners but it has now changed to fastest 4 men and 4 women. The committee discussed how we should allocated the free places we receive. In the past they have been offered to the people whose times earned us the prize. Various other options were discussed for distributing the free places, including as a prize for raffle draws, prizes for the Killer Mile, coaches selecting a runner from the beginner course, if the fastest 4 people do not take up the places then going down the ranking order etc.

LG confirmed that we are still awaiting email confirmation of free places and that there may be a delay on this but there is no need to wait until we get the email as it has already been confirmed that we have won.

SM noted that it is important that we make sure we communicate the plans around this. LG confirmed that people generally let her know if they know they cannot run when they have a free place.

The committee agreed that the first 8 free places should be allocated to the fastest runners whose times earned us the prize and the remaining 7 allocated to wider club. Committee members to put forward further ideas for how these could be distributed.

1. Balsall Common Running Club application to join WCAA (SM)

The committee received an email asking for clubs to put forward any objections to Balsall Common Running Club’s application. A copy of the club’s proposed constitution was provided.

The committee voted in favour of accepting the application. No objections were raised.

1. AOB

* **Beginners transition (SD)**

SD circulated a handout to the committee outlining his proposal for phasing the beginners into the main club. The proposal is to phase in the plan over 4 weeks from 19 June. The plan is targeted at people who are not fast runners as it is likely that people who can run e.g. 8 min mile or faster could be buddied up with club members straightaway. The main outline of the plan includes organising structured runs of increasing distance each week to take the beginners from 5k to 10k, based on a version of the Leafy 10k route. The transition group members would be split into groups according to pace and each group would have a leader.

SD also proposed to hold a transition completion event at Cannon Hill Parkrun on 15 July. We would encourage all club members to wear teal vest for the event, with the aim of creating a BvH family atmosphere.

SM queried whether the proposals achieved the aim of integrating beginners into the main club or still kept them separate (i.e. whether the use of pacing volunteers would be enough wider membership to integrate beginners). An alternative proposal was to make shorter versions of the club runs so that transition members would run at least some of the same route or making the Leafy 10k the club route some weeks. It was suggested that the transition plans should be shared with wider club members.

JG commented that some newer members of the club might welcome the chance to run with the transition groups if they are struggling with the pace of the main club runners. We could present the transition route as another option for club night, not just something specific to the transition group.

NS to advise SD of route for 19 June and will work with JC to work out a shorter version of the route. Beginner group leaders will inform the beginners groups of the plans on the preceding Thursday. SD to organise flyers/sign up form to promote the transition programme. N.b. task to be completed within one week of this meeting so not relevant as an action for the next meeting.

LaG also commented that it is kit night on 19 June so could transition members could come and have a look at the items on offer to club members. It was discussed whether we could offer reps sessions tailored to the transition group members. NS suggested that, rather than have separate sessions, we can encourage the transition members to drop in and out of reps as suits.

* **Email from club member regarding club announcements (LG)**

The committee received some feedback via email from a club member regarding club announcements. The club member raised a concern that not all announcements/events were being included on the website. For example, it was noted that the recent BBQ event was only advertised on Facebook and not all members have a Facebook account.

The committee welcomed the feedback and SM reminded all committee members of the need to make sure we advertise all events through both the website and Facebook/other means. The committee took this on board and agreed to be mindful of this.

SM to discuss with AH whether it might be possible to have a calendar link on the website and/or have a link between Facebook events and the website.

* **EA regional awards**

The committee received an email regarding potential nominations for EA regional awards. SM to circulate an email about this to all committee members after the meeting.

* **Member of month voted for.**
* **Query from JC**

JC queried the question about speed on the newcomers form. It asks how fast newcomers can run but does not ask over what distance they are able to maintain that speed. The committee agreed that we should include a further question re longest regular run. We need to make it clear that the pace recorded on the form should be a pace that the newcomer is able to maintain for 5 to 6 miles.

# Actions for next 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 | 10/7/17 |
| b | Dave Powner/Andy Hoole | AH to purchase both leafy 10k domain names as agreed. | 12/6/17 |
| c | Andy Hoole/Stacey Marston | AH to send Rowheath Pavilion Community Policy to SM for SM to post on Facebook group. | 10/7/17 |
| d | Andy Hoole | AH to review spreadsheet programme to assist in loading club record and rankings on the website | 10/7/17 |
| e | All | Feedback to SD re membership development ideas/comments following updated discussions/proposals provided during May and June meetings.  SD to review feedback and update proposals accordingly. | 10/7/17 |
| f | John Cheel | JC to circulate list of members whose payment is still outstanding and who have not indicated whether or not they plan to register for the year ahead. | 10/7/17 |
| g | Stacey Marston | SM to include reminders in club announcements about:   * membership renewal * security at Rowheath | 10/7/17 |
| h | Linda Goulding | Equipment log to be circulated to all coaches. | 10/7/17 |
| i | Linda Goulding | Speak to Rowheath to discuss the possibility of repairs to the track. | 10/7/17 |
| j | All | Think of ideas about potential future involvement with Rowheath. | 10/7/17 |
| k | All | Put forward any additional ideas for how free Bham 10k places should be distributed. | 10/7/17 |
| l | SM | To discuss with AH the possibility of a calendar link on club website/link between Facebook events and website. | 10/7/17 |
| m | SM | Circulate email to all committee members re EA regional awards. | 10/7/17 |
| n | JC/TBC | Ensure that newcomers form is updated so it is clear the pace question refers to a pace that could be maintained for 5 to 6 miles. | 10/7/17 |