Bournville Harriers

Minutes

Monday 9th October 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 | ✓ |
| 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 | ✓ |

# Apologies Received

 None

# Agenda

1. **Review actions from last meeting (All)**

a) In progress. Carry forward to next meeting.

b) AH in contact but no response from Black Pear. Will update the committee at December meeting as not able to attend November meeting.

c) Will discuss with Rowheath shortly. Carry forward to next meeting.

d) SD emailed all transition group members and had some responses. Feedback has been collected, therefore action closed.

e) NS completed. Action closed.

f) Policy drafted. Next step to circulate to committee for comment.

g) Action completed and closed.

h) Carry forward to next meeting.

1. **Quarterly treasury update (LG)**

LG presented figures for income and expenditure. Figures to be updated once donation transferred out and marathon bus costs/income confirmed. Leafy costs to be updated.

Plan shows increased income due to increased members. Expenses are slightly higher due to increased Leafy costs but overall outcome is about the same.

1. **Agree dates for AGM and award night (KA/All)**

Usual dates are:

AGM – last Monday in March (26 March)

Awards – first Friday in March (2 March)

LG pointed out that Rowheath rooms are often in use on Mondays. May need to see which days are available.

Woodlands Park Hall is another option, which is very close to Rowheath. Operated by Bournville Village Trust and costs £40. KA to investigate availability and options.

1. **Christmas party (JW)**

JW has found a DJ for a reasonable cost and committee agreed that this should be booked.

Committee discussed the possibility of holding a raffle for charity – suggestions include RSVP and mental health charity and a homeless charity. It was agreed that half the proceeds should be donated to RSVP and half to a homeless charity (JW to look at options for local charities). Last year everyone had a free ticket with their entry – this time we will ask people to buy for charity.

Max capacity at Rowheath - standing 200, sit down meal 110/115, buffet 160. These are maximum numbers for fire regulations. Last year we had approx. 100 attendees. We need to take into account that we now have more members and people also bring family.

Committee agreed that buffet could work as more sociable format but need to consider whether there would be a long queue. Advice from Rowheath is that we start earlier if we have over 100 people. Usually starts around 7:30 so propose to ask people to arrive from 7pm to get drinks beforehand.

Committee agreed suggested attendee numbers cap of 120.

1. **Leafy 10k debrief (DP)**

DP has a draft report in progress and will ensure that link to documents on shared drive is circulated to whole committee.

Positives from the event:

- visible finish line

- results delivered quickly and podium was a benefit

- website was a benefit and social media was good for advertising.

Problems included:

- Issues with portaloo company. Toilets did not appear to have been used very much – marshal posted at Rowheath also commented that there were no queues. Perhaps fewer toilets needed for next year, although last year we found that eight was not enough. It was agreed that next year we should first consider how many changing rooms available and review options for portaloo numbers.

- waiting list/transfer process was time consuming and inefficient. A lot of people on the waiting list did not take place when offered – some feedback was that because they were injured/too short notice.

- some things ended up more costly than in previous years but still a profitable event overall. Higher costs included the toilets, £100 on booking rugby pitch (but it was agreed that this was beneficial). We struggled to get prizes donated so had to purchase these.

Some costs are for Leafy and other so LG to consider how to apportion cost for reporting purposes.

Committee proposed considering chip timing for next year. Approx. cost £500/600 – this could be workable with higher entry numbers allowed. People do expect times quickly so would allow us to deliver this. If no chips, consider having a longer funnel into finish line to improve organisation. It may also be beneficial to stop allowing transfers to remove issues with this.

Total runners this year – 231 (compared to 225 last year).

Any further feedback to be provided to DP.

Agreed that we should try to populate the website with photos/reviews. AH to provide memory stick to LaG/PH to supply photos.

JW reported that she spoke to 2 people interested in joining and who have since joined.

SD suggested applying for licence as early as possible. Can be done as soon as marathon/half marathon date confirmed for 2018.

1. **Discuss Men's Running Magazine award (SM/All)**

Committee discussed whether we should purchase the rights to display the Men’s Running logo for the commendation award we received. DP commented that the branding is suited to flyers/leaflets etc and we do not do a lot of this. NS added that the club would not really get the benefit from it.

SM commented that we do not need to promote to get new members and that we can still say we won the award without the logo. It will also be in the magazine.

Committee agreed not to purchase rights to use the logo.

1. **Member survey (SM)**

SM proposed issuing a member survey to collect feedback, e.g. once/twice a year repeated survey to collect feedback about likes/dislikes/what could be done differently etc. It should provide useful info for the committee to consider.

Suggested keeping it simple, e.g. two questions along the lines of ‘would you recommend the club and, if so, why?’ SM commented that a net promoter score style would be useful.

If we go ahead, should be a regular feature in club calendar. RL suggested e.g. a month before AGM to enable us to collect feedback for this. SM pointed out that this would clash with when we survey people about the awards voting.

Committee agreed that it would be appropriate to run the survey every six months as this would help to track progress.

Survey monkey is free but limited responses – could look into paying small cost to enable higher responses.

SM to investigate options and costs.

1. **Member of the month prize (SM)**

SM proposed considering an alternative to the prize as wine a little bit impersonal and there may also be some members who do not drink.

LaG suggested a club pin badge and the committee agreed that this could be a good alternative. LaG to investigate.

1. **AOB**
2. NS – feedback on split reps sessions is that it is going well so far. Current proposal runs to end of October and NS to discuss with coaches re continuing this. We can reconsider if numbers start to drop. SM – feels safer and seems to be working well but committee appreciate that extra coaching time required.

DP added that he is not sure if members are rotating between sessions but noted that it is difficult to manage this. NS commented that splits have been reasonable so far so no issues. Try to make groups as even as possible before leave club.

JW added that we need to coordinate with coaches where sessions are taking place – e.g. logging on spreadsheet.

1. LG – DP to thank Andy Judd for Leafy help. Perhaps give a small gift of kit. Committee agreed.
2. LG- still have a few goody bags in the cupboard. LG proposed donating them for Christmas boxes and the committee agreed. SM noted that Lesley Byrne collects for Christmas collections. LG to follow up.

# 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 | 13/11/17 |
| b | Andy Hoole | AH to discuss spreadsheet programme to assist in loading club record and rankings on the website with Black Pear Joggers | 11/12/17 |
| c | Linda Goulding | LG to update committee re the below when has an update from Rowheath: * Development of the track
* repairs to lockers
 | 13/11/17 |
| d | Stacey Marston and John Cheel | Circulate policy re subsidised rate to committee for comment.  | 13/11/17 |
| e | Laura Gale | Look into displaying a framed club vest at RHP | 13/11/17 |
| f | Katie Alldrit-Rose | Investigate availability of rooms for AGM and awards night and make bookings. | 13/11/17 |
| g | Jo Whiting | Progress Christmas party arrangements, including booking DJ, confirming food arrangements and selecting charity.  | 13/11/17 |
| h | Dave Powner | Circulate link for Leafy report to committee. | 13/11/17 |
| i | All | Provide any further feedback to DP on Leafy. | 13/11/17 |
| j | Laura Gale/Andy Hoole | Populate website with Leafy photos - AH to provide memory stick to LaG/PH to supply photos. | 13/11/17 |
| k | Stacey Marston | Investigate options and costs for member survey. | 13/11/17 |
| l | Laura Gale | Investigate pin badge as alternative for member of the month prize.  | 13/11/17 |
| m | Nicola Sykes | Discuss extending split reps sessions with coaching team. | 13/11/17 |
| n | Linda Goulding | Follow up with Lesley Byrne about donating goody bags for Christmas boxes. | 13/11/17 |