Bournville Harriers

**MINUTES OF CLUB COMMITTEE MEETING**

**Held on Monday 9th April 2018**

# Meeting chaired by: Dave Powner

# Attendance

|  |  |  |
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| **Name** | **Role** |  |
| Dave Powner (DP) | Club Chairperson | ✓ |
| Rebekah Hilton (RH) | Club Vice Chairperson | Apologies sent |
| Suzanne Bunn(SB | Club Secretary | ✓ |
| Lin Goulding (LG) | Club Treasurer | ✓ |
| John Cheel (JC) | Membership Secretary | ✓ |
| Nicola Morris (NM) | Ordinary Member | ✓ |
| Simon Newman (SN) | Ordinary Member | ✓ |
| Nicola Sykes(NS) | Head Coach | Apologies sent |
| Vacant position | Race Events Co-ordinator |  |
| Stacey Marston (SM) | Communications Officer | Apologies sent |
| Rhian Littlewood (RL) | Team Manager Women’s Cross Country | ✓ |
| James Drakeford(JD) | Team Manager Men’s Cross Country | x |
| Simeon Whiting (SW) | Team Manager Men’s Road Relays | ✓ |
| Jude Glynn (JG) | Team Manager Women’s Road Relays | ✓ |
| Steve Doswell (SD) | Membership Development Co-ordinator | ✓ |
| Miriam Stevens (MS) | Kit Secretary | ✓ |
| Rachel Partridge(RP) | Social Secretary | ✓ |

# Apologies Received

See above.

1. Introductions and roles

Everyone introduced themselves and new roles were discussed.

LG has sent around the descriptions of committee roles and it was agreed that these would need

to be looked at, discussed and reviewed in the near future – future agenda item. The vacant

position of events co-ordinator was discussed later in the meeting.

1. GDPR (RL)

RH and RL met to discuss and put together plans for the changes required for the club to meet the new GDPR requirements. Laws change in May and the new rules are more onerous and require greater security of the protection of data which is held by the club or individuals involved in the administration of the club. RH and RL have put together changes to the privacy statement and the retention of information.

The following was decided:

* The working document/privacy statement and changes were discussed and have been distributed to all committee members, committee members should read and return any feedback within the next 2 weeks, if no objections the document and actions will be adopted by the club.
* The statement would be put on the website and new membership forms would include wording which included an acceptance of these terms and conditions.
* An email would be sent to all club members which will include a link to the new statement.
* New changes include keeping data for 5 years – this will be adopted, however we can delete any data we no longer need.
* A check would be taken on Google drive to check the data base and change the password. This would become the preferred method of storage of data as it is more secure than others and password protected. The new details will be emailed to all committee members.
* All data stored by club and individuals will be password protected in accordance with the new regulations. Data is not to be stored on unprotected devices such as memory sticks without passwords.
* Club members will be asked to login in to England Athletics and accept any new changes if required.

1. Beginners’ Course (LG)

There had been some concerns over the staffing of the beginners’ course for a variety of reasons, but especially the availability of trained coaches. The course normally has a capacity of 60 participants and a senior coach leads others in the delivery of approx. 3-4 groups of differing abilities. It was decided that the course preferred times should run from 7.15 to 8.15 to coincide with normal club runs as more people would be available to help. Other options were discussed in case the course could not go ahead which included: taster sessions during normal sessions for those who were considering joining; opening up event like the leafy 10k to include fun run for children/ families to encourage greater participation. However it was decided that a further plea/email be sent out to coaches and BVH members to see if we could put together a course which was overseen by a senior coach and assisted by other coaches and members volunteering. A decision would be made in a week from the meeting as to whether it would go ahead based on the responses from coaches and club member support.

1. Race Events co-ordinator

Stewart Crowton and Sue Ward had both expressed an interest in the role, or in helping out in the role. It was decided that Sue Ward would be offered the role due to her wealth of experience and that Stewart Crowton would be asked to have an active role on the sub –committee as his enthusiasm and encouragement of others would be extremely beneficial in this committee. Sue would attend the committee meetings, should she accept. DP to contact her.

1. Leafy 10K update (DP & LG)

30 September DP to chase up medical cover and SD to chase up licence in the next 2 weeks.

1. Actions points from AGM (LG)

Team members sharing information on facebook should also ensure it is shared on the

website and via email as per the request from Marianne Hensmann at the meeting.

The committee should consider a future donation to charity – this will be considered and

bought back to a later meeting.

Consideration of extending the hardship scheme to new committee members would be

discussed at the next meeting.

1. Member of the month

This month’s member had been discussed and nominated. DP suggested that a new award be considered for the recognition of top/high achievements such as PBs or considerable improvement, it does not have to be every month and could be a badge or inexpensive trophy – something different to the MOM. All were in favour and it was decided that it would be decided upon statistical information and not membership vote.

1. New cupboard

It was decided that we needed another half locker/cupboard and that LG would ask Rowheath about availability and arrange for the new one to be taken on.

1. Subsidised membership

It was decided that we should put details on the website and SM would publicise the deadline for application and that it should also be attached to letters/reminders about membership renewal (JC). Any applications would only need to be discussed by DP, JC, RH and LG.

1. Bournville Village Festival

We agreed to keep on the ongoing agenda items and discussions were had about potential awareness raising opportunities such as treadmill competition etc.. To be discussed at next meeting.

A.O.B

JC

85 renewals of membership had been made.

3 new members had joined and 15 had joined in the previous month

There were 4 life members

JG raised a point made by a club member who was concerned that they were a ‘slower’ member of the club who wanted to run with faster runners but was often asked to run with new or slower runners on the short route. Club members agreed that we would all continue to try and vary who we asked to run with new people and obviously all respected that people could always say no when asked if they wanted to run at a different pace.

RP – Said she would be looking for a suitable meeting venue for after the Birmingham 10k on 6th May and would advertise/promote this.

NM – queried the newcomers’ list – JC and SD to discuss and sort.

# Actions for next meeting

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Owner** | **Action** | **Complete / Review** |
| GDPR | RL – all committee members to action | Read and agree GDPR docs and let RL know if ok – to be completed in next 2 weeks. |  |
|  | RL /RH | Review and change passwords on google drive and let committee members know of new details |  |
| Beginners’’ | DP | Email coaches & make decision about BC |  |
| Events co-ord | DP | Contact Sue Ward to offer her the role |  |
| Leafy | DP | Chase medical cover |  |
|  | SD | Chase license |  |
| Hardship | JC | Include letter/note with reminders about being able to apply for hardship when renewing |  |
|  | SM | Put details on the website about availability of application for hardship. |  |

Next Meeting: 14th May 9pm