Bournville Harriers

**MINUTES OF CLUB COMMITTEE MEETING**

**Held on Monday 10th December 2018**

Meeting chaired by: Dave Powner

Attendance

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| **Name** | **Role** |  |
| Dave Powner (DP) | Club Chairperson | ✓ |
| Jude Glynn | Acting Club Vice Chairperson | ✓ |
| Suzanne Bunn(SB | Club Secretary | Apologies sent |
| Lin Goulding (LG) | Club Treasurer | ✓ |
| John Cheel (JC) | Membership Secretary | ✓ |
| Nicola Morris (NM) | Ordinary Member | ✓ |
| Simon Newman (SN) | Ordinary Member | Apologies sent |
| Suz West | Head Coach | ✓ |
| Sue Ward (SW) | Race Events Co-ordinator | ✓ |
| Stacey Marston (SM) | Communications Officer | ✓ |
| Rhian Littlewood (RL) | Team Manager Women’s Cross Country | ✓ |
| James Drakeford(JD) | Team Manager Men’s Cross Country | ✓ |
| 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 | Apologies sent |
| Rachel Partridge(RP) | Social Secretary | Apologies sent |

# Apologies Received

See above.

**Agenda**

1. Review minutes and action points from November meeting
2. Head Coach committee position (DP)
3. Vacant committee roles (DP)
4. Coach to Nationals
5. Running app (SM)
6. Awards nominations (DP)
7. Membership statistics (JC)
8. Cross country attendance (JC)
9. AOB
10. Minutes from previous meeting accepted and action points discussed and agreed.

Action points:

* **Events Shelter**, SW sought clarity on the committees expectations on the artwork and design, SW was concerned the artwork is understated and printed only on the valance of the shelter, it was agreed printing the full club name on either side of the shelter valance would be sufficient, we also have the flags to take to events to promote the club, budget agreed at £550.
* **Tour of Bournville,** S Ward to look at possibilities for this event in the new year.
* **Tax status,** information was sent to the committee as agreed on the 14/11/18, with links to relating material, this will be on the agenda at the January committee meeting at which the committee will agree which tax and legal status the club should adopt.
* **Pyjama pursuit,** S Ward will remind participants they need to be fit to run and confirm if any first aiders are available. Date of event will be Sunday 30th December. S Ward will contact Rowheath to confirm use of changing rooms on the day. DP will assist with admin. LG & LB have volunteered to assist on the day. Promotion of the event to be clear that it is open to all club members and fancy dress is not compulsory. SM will promote, we will obtain a trophy and engrave to be presented at the awards.

1. Head coach committee position

* DP nominated S West for the role of Head Coach.
* The committee were in full agreement with this nomination.
* DP welcomed Suz to the committee.
* Suz / Nic to update the coaching team.

1. Vacant Committee Roles

* Head Coach – as above.
* Vice Chair – JG is covering.
* Men’s x/c Manager - JD will continue with organising the next x/c event and will maintain some involvement from overseas if possible, Stuart Pearson will assist with practicalities such as transporting the tent and allocating numbers, there are 2 league races left plus the Midlands Counties and Nationals, RL will process the online entries, the kit has been returned to the cupboard.

The vacant committee role has not been filled at this time.

S Rose will continue to be involved in the x/c training sessions.

SM commented on the need to ensure the committee reflected the faster club runners and that this should be considered during the committee election process.

DP commented that possibly a new committee role could be introduced focusing on developing the faster runner’s interest and performance.

SW will contact S Rose to confirm Sean joining the coaching team.

1. Coach to Nations

* RL will organise the coach for the event and obtain quotes

1. Running App

* SM gave the committee a brief overview of a new running app that has been designed and marketed to running clubs, on a per member fee.
* The club already has more than one method of communication, the website involves upkeep and is a one way communication, FB is open to posts and is 2 way communication, information can get lost in all other posts. Information is also shared on Twitter.
* A different app would be good if all club members were aware of it and used it to find information.
* We cannot insist on club members using any method.
* A different app should replace one or all the other communication methods not add to the work and responsibility of the Communications Officer.
* JD enquired if we could determine what other running clubs used, SM will into this.
* We may be offered a free trial, but we should not take this up unless certain the app could be an option for us, we may gauge opinion at the AGM.
* LG commented that although there had been a couple of incidents of information about events being missed by club members, this was minor compared to the number of members we have and meant that an excellent job was being done on communications with information being picked up by the vast majority of members.
* A more detailed discussion will take place in the new year.

1. Awards Nominations

* DP to begin prep on long list for awards nominees (SM gave an overview of previous prep)
* Members survey for Club Members Award to be sent in good time, followed by survey for club members to vote on this award and Head Coach award.
* LG to distribute BvH awards guide to the committee.
* JC to prepare list of newcomers and beginners.

1. Membership Statistics

* JC confirmed 7 new joiners this month, 259 members in total.

1. Cross Country Attendance

* JC raised the issue of club members who had entered a recent x/c event not actually arriving on the day to participate.
* This resulted in a loss of prepaid entry fees to the club.
* JD had received notification from less than half that they couldn’t attend.
* The x/c training session was held on the same day, this is not seen as an issue.
* JD will communicate the issue and amount of lost revenue when contacting club members to take part in the next event.

1. A.O.B

Member of the month – agreed.

Suz to investigate available first aid courses for the Coaches.

Suz to communicate to the coaching team the availability of an Endurance course they can attend.

Suz to liaise with coaching team re covering Saturday morning x/c sessions.

There will be no club sessions on Monday 24th or Monday 31st December.

There will be a club session on Thursday 27th December.

LG confirmed that the club was 2nd at the Great Birmingham Run and therefore had won 8 entries into next years event, which will be awarded as previously agreed.

James was attending his last committee meeting before starting a new job overseas, Dave thanked James on behalf of the committee and club for all his hard work and contribution.

Stacey commented on the great success of the Christmas Party, all the committee agreed and thanked Rachel for her hard work in putting together a brilliant event.

# Actions for next meeting

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|  | **Owner** | **Action** | **Complete / Review** |
|  | LG | Distribute BvH awards guide to committee | 14/1/19 |
|  | JC | Prepare and send list of newcomers and beginners to DP | 14/1/19 |
|  | SW | Liaise with S Rose re joining the coaching team | 14/1/19 |
|  | SW | Look into availability of first aid courses | 14/1/19 |
|  | SW | Communicate to the coaching team re the Endurance Course | 14/1/19 |
|  | SW | Liaise with the coaching re covering the Saturday morning x/c sessions | 14/1/19 |
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Next Meeting: Monday 14th January 2019