Bournville Harriers

**MINUTES OF WEBEX COMMITTEE MEETING**

**Held on Monday 6th April 2020**

Meeting chaired by Rhian Littlewood

Notes taken by Lin Goulding

Attendance

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** |  |
| Rhian Littlewood (RL) | Club Chairperson | ✓ |
| Imogen Peck (IP) | Club Vice Chairperson | ✓ |
| Linda Goulding (LG) | Club Secretary | ✓ |
| Mike Woodall (MW) | Club Treasurer | ✓ |
| John Cheel (JC) | Membership Secretary | ✓ |
| Ian Forman (IF) | Ordinary Member | ✓ |
| Dave Powner (DP) | Ordinary Member | ✓ |
| Suz West (SW) | Head Coach | ✓ |
| Sue Ward (SW) | Race Events Co-ordinator | ✓ |
| Charlie Hurd (CH) | Communications Officer | ✓ |
| Helen McGetterick (HM) | Team Manager Women’s Cross Country | ✓ |
| Ian Mackenzie (IM) | Team Manager Men’s Cross Country | ✓ |
| Xenofon V. Gogouvitis | Team Manager Men’s Road Relays | ✓ |
| Jude Glynn (JG) | Team Manager Women’s Road Relays | ✓ |
| Stewart Crowton (SC) | Membership Development Co-ordinator | ✓ |
| Claire Daniels (CD) | Kit Secretary | ✓ |
| Kristy Mabbett (KM) | Social Secretary | ✓ |

**Agenda**

1. Review minutes and action points from March 2020 meeting
2. Membership Renewals (RL)
3. Finances (RL)
4. Rent Payments (RL)
5. Beginner’s Course (SC)
6. Bournville Tour (S Ward)
7. JE parkrun (S West)
8. Communications (Method & Frequency (RL)
9. Virtual Events (RL)
10. Supporting Members / Mental Health Ideas and Ambassadors (RL) (S West)
11. Coaching Update (S West)
12. Action Points from AGM
    1. Runequal
    2. Rent
13. MoTM
14. AOB

RL thanked everyone for attending the Webex meeting, if a decision is needed attendees will be asked if they disagree, to simplify the process, Stacey Marston is also present at the meeting as previously advised due to the continuing support and input into the communications role.

Clare Mullin also joined the meeting to discuss Supporting Members and Mental Health Ideas and Ambassador.

1. Review minutes and action points from March 2020 meeting

* The minutes from the March 2020 meeting were not received in time for inclusion in this meeting so any actions points will be picked up in May.

1. Membership Renewals (RL)

* Membership renewal notices have not been sent out as usual on the 1st April to allow the committee to discuss various options and issues relating to renewal.
* EA affiliation has been extended from 30/6 to the 31/8, the affiliation fee will remain at £15 rather than increasing to £16
  + Options are to open up renewals at last year’s rate and leave it to each individual to decide if they want to renew but would we be comfortable with that if we are not operational for some time and possibly end up offering part refunds.
  + Another option would be not to allow renewals at all until activity restarts the drawback of this being no income and also perception.
  + We could set the renewal amount at the half year rate of £40 and allow members to re-join at that rate at any time, as with all the options this would mean a reduced amount of renewal income. The committee agreed this seemed the most workable and fair option.
  + We could offer a six-month renewal break before re-joining at the 6-month fee, (individual affiliations expire at 31/8 i.e. after 5 months)
* We have a level of comfort within the bank balance to fund a period of reduced income and our fixed outgoings.
* If we offer a discounted rate straight away would we regret this if activities restart earlier than thought, the committee agreed we would end up discounting to some extent to support members at this time.
* It was commented that for many memberships is about belonging and being part of the BvH community.
* We should communicate the hardship scheme to ensure members are aware of it, we may need to revisit the details of the scheme to make sure its relevant to the current circumstances.
* JC pointed out that 4 members who joined late last year already have full membership for the current year, we may have to address this depending on circumstances.
* Other local clubs, BRAT and KHRC were allowing renewals.
* DP & LG will attend the EA webinar to see if any guidance is offered on renewals and if so, feed back to the committee.

1. Finances (RL)

* Bank balance at the end of 31/3 was £11k, there are a number of fixed expenses, rent £2693 pa, affiliation fees £370 pa, website costs £392 pa approx.
* MW confirmed that depending on what other discretionary activities the club funded or supported, we could see a loss in the year of approx. £3.5k, options to increase income are the Beginners Course, The Tour of Bournville, The Leafy 10K
* We would look at self-funded options for this year’s Christmas party

1. Rent Payments (RL)

* We will not be paying rent to Rowheath Pavilion during this period that the premises are closed, they are aware of this.
* Rowheath will be making an insurance claim for loss of earnings.

1. Beginners Course (SC)

* The Beginner’s Course will not go ahead as planned at this time, we will review possible future dates for the course depending on circumstances in the coming months, this will be reviewed in May, activity at Rowheath will also be a factor, future plans will be shared on the FB group.
* SWest will share some links / resources for new runners on the FB group.

1. Bournville Tour (SW)

* The Tour of Bournville will also be reviewed in May and will hopefully go ahead later in the year, this event can be put together quite quickly as only club members take part.
* It was agreed the Tour of Bournville would be a great way to bring club members back together.

1. JE parkrun (S West)

* Suz has spoken to John’s family and agreed that this event will not be held this year but will organised again next year. Club members can do their own 5k run in John’s memory.

1. Communications (Method & Frequency) (RL)

* We should ensure the number of communications i.e. via Facebook are not too overwhelming.
* We will do a formal communication by email, advising what we are doing about membership and future updates, this will be form part of the membership renewal notification.

1. Virtual Events (RL)

* DP will look into organising a virtual event / challenge over the Easter weekend, DP will put together the parameters and details. Participants will be reminded to adhere to all current social distancing rules.
* DP & LG will attend an upcoming England Athletics webinar to ascertain any guidelines relating to virtual club events to ensure we are adhering to those guidelines.
* KM is looking into a virtual pub quiz event using MyQuiz which is free for up to 100 people, participants will be able to submit questions which makes it interactive.
* KM will send out a test run to selected committee members.

1. Supporting Members / Mental Health Ideas and Ambassadors (RL) (S West)

* SW is now the club Mental Health Ambassador, although the EA contact is on leave, so this has not been updated with EA as yet, Clare Mullin is the Mental Health Champion, CM explained the roles, its excellent to have both roles in the club.
* A list of resources and links will be posted to FB and the website.
* One initiative will be a quarantine questionnaire, questions will be put on FB every couple of days from a mental health point of view.
* Recovery corner is the place for club members to chat, this group can be shared on other social channels.
* We would like to offer support to anyone self-isolating or who needs assistance with shopping, we could create a google form to be competed with details of what assistance is needed with, RL will look into the practicalities of this.
* A small group would see the requests for assistance which wolud be dealt with on a case by case basis.

1. Coaching Update (S West)

* SW advised that the Coaches are sharing HIT sessions for Mondays and a strength session on Wednesdays, this will be reviewed continually according to circumstances.
* Exercise sessions that can be done inside will be introduced.
* Further sessions are being developed focusing on Agility, Balance and Co-ordination (ABC)

1. Action Points from AGM
   * Runequal – carried forward to the May Committee Meeting
   * Rent – discussed above
2. MoTM

* Agreed by email

1. AOB

* DP commented on the number of useful Webinars organised by England Athletics, DP will forward a link to the Webinars.

# Actions points

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| --- | --- | --- | --- |
|  | **Owner** | **Action** | **Complete / Review** |
| Links for new runners | S West | SWest will share some links / resources for new runners on the FB group. | 11/5/20 |
| Virtual Event | DP | DP will look into organising a virtual event | 11/5/20 |
| Virtual Quiz | KM | KM is looking into a virtual pub quiz | 11/5/20 |
| Mental Health Information | CM / CH / SM | A list of resources and links will be posted to FB and the website. | 11/5/20 |
| Assistance request form | RL | Look into creating a google form for requests for assistance | 11/5/20 |
|  |  |  |  |
| Run equal |  | Agree wording and information to be shared | 11/5/20 |

Next Meeting: Monday 11th May 2020