Bournville Harriers

**MINUTES OF ZOOM COMMITTEE MEETING**

**Held on Monday 13th July 2020**

Meeting chaired by Rhian Littlewood

Notes taken by Imogen Peck

Attendance

|  |  |  |
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| **Name** | **Role** |  |
|  Rhian Littlewood (RL) | Club Chairperson | ✓ |
| Imogen Peck (IP) | Club Vice Chairperson  | ✓ |
| Linda Goulding (LG) | Club Secretary | x |
| 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  | x |
| Claire Daniels (CD) | Kit Secretary | x |
| Kristy Mabbett (KM) | Social Secretary | ✓ |

**Apologies**

Linda Goulding, Stewart Crowton, Claire Daniels

**Agenda**

1. Review minutes and action points from June 2020 meeting
2. Covid 19 Co-ordinator) (RL)
3. Corporation Tax & Audit (MW)
4. Million step challenge (CH)
5. Club Membership update (JC)
6. Club finances update (MW)
7. August events (RL)
8. Member of the month (RL)
9. AOB
10. Review minutes and action points from June 2020 meeting

Action Points

* **Grass track costs** – Costs confirmed as same as last year £285, will charge each time its re-marked
* **Follow up on transfers to BRAT** – not done yet – will do next month.
1. Covid 19 Co-ordinator) (RL)
* RL summarised explanation of role LG circulated
* RL notes CD volunteered last meeting to be a co-ordinator
* RL asks for other volunteers
* DP notes he did 1st bubble risk assessment and is happy to check over coaches’ risk assessments – but not a full co-ordinator
* RL to chat with CD re: facilities side, with DP overseeing risk assessment
* CD confirmed by message she is happy to be covid co-ordinator.
1. Corporation Tax & Audit (info below) (MW)
* Club to pay corporation tax on non-member income: e.g. people who don’t join from beginner course, non-member Leafy 10k runners.
* Proposal to get an accounting firm to audit this for us and act as key contact with HMRC
* JG checking it needs doing this year – MW confirms yes, because we haven’t paid last year’s yet. Idea to set it up now, so treasurer won’t have to do it going forward
* £250-300 per year
* LG has contacted some accountants – one of whom gave the quote
* MW to follow up next steps with LG
1. Million step challenge (CH)
* Need to do a form pledging how many steps we’ll do on 24th July if we’re participating
* RL happy to plug in announcements
* Discussion of what our ‘angle’ could be on this
* RL – could we make it a bubble competition
* JG – not everyone can measure steps. But – there is a way of estimating distance as steps (they have done a calculation for this)
* Could use bubbles as the foundation and then group other people in teams of 6
* XG – raised issues around people keeping distance on a route
* RL – suggests groups to decide about how/if they run together
1. Club membership update (JC)
* 13 people have renewed. 129 members have paid subs in total
* SWest – suggested it may be worth reminding people about re-joining?
* RL – gentle nudge to remind people in bubbles to pay. Next meeting we will discuss further re: getting people to sign up
1. Club finances update (MW)
* Finances still up on last year, but missing charges from Rowheath
* Haven’t yet paid Rowheath for the track – need info on how to do that
* Most costs – races etc – have been pushed back. So even without beginners and Leafy 10k we won’t be down very much
1. August events (RL)
* Ideas for virtual races in August needed
* RL – suggested a running bingo – cf 16 things to do, as in previous years
* KM – volunteered to look after the bingo, provided its simple tech wise
* CH – could we use kit vouchers as prizes? Agreed this is probably a good idea
* To run after the 4x4x4 in August
1. Member of the month
* Not discussed – we are voting via email
1. AOB
* Posting of 4x4x4 results – XG to do, RL will pull out highlights in announcements
* RL – EA webinar on racing on Wednesday 22nd July; could someone attend? RL to share link
* Leafy – can we open this up as a virtual event? DP – yes this is do-able, via open track

# Actions points

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| --- | --- | --- | --- |
|  | **Owner** | **Action** | **Complete / Review** |
| Transfers to BRAT | RL | Send questionnaire to transferees | 10/8/20 |
| Covid Role | RL | Discuss with CD | 10/8/20 |
| External accountant | MW | Follow up with LG | 10/8/20 |
| Steps challenge | DP/RL | Post/promote form | 10/8/20 |
| Renewals | JC | Send email reminder re membership renewal | 10/8/20 |
| Grass track | MW  | Follow up on payment with RHP | 10/8/20 |
| Bingo | KM | Work on running bingo for August | 10/8/20 |
| Webinar | RL | Share link | 10/8/20 |
| Members Survey |  | Review previous output | C/F |
| Run equal |  | Agree wording and information to be shared  | C/F |
| Teal Targets |  | Agree targets and who will track results | C/F |

Next Meeting: Monday 10th August 2020