



Committee Meeting Minutes Wednesday 6th Sept 2017

Attendees:

Chairman	Steve Small
Treasurer	Paul Gold
Secretary /Child Welfare	Mel Munday
Ladies Captain	Nicky Chrascina (apologies)
Mens Captain	Dave Westerman
Membership	Mark Romans (apologies)
Communications	John Howard

Committee Members: Jane Brookhouse, Pete Porter, Julian Cramp, Amanda Perrin- (Roxanne Pratt also present)

Meeting Opened – 20:10

- **Chairman’s Opening Remarks** - Steve thanked all for attending.
- **Minutes of the previous meeting** – The minutes from the last meeting were checked and all actions underway or complete.
- **Matters Arising Actions–**

Matters Arising Actions	By whom	Actions required
1) BOS follow up	Nikkii /Steve/Committee	Follow up meeting to be arranged once final info in e.g. final financial statement.
2) Membership	John proposed online membership system with small fee that he has discussed with Mark- all in agreement to proceed. To include Juniors (separate contact details list)	John/Mark to proceed
3) Welfare	Mel, Jane and Amanda	Mel to meet with Jane and Amanda to handover welfare information.
4) Letter from member	Steve	To respond to letter directly.

- **Treasurers Report** – Paul reported a balance of £3546 in race account and £4810 in general account with some outstanding race monies still to be paid in and bills to be settled. Paul informed committee the race has broken even and suggested a budget is set for next year once incoming balance is known. Final figures to be confirmed. Committee discussed use of funds to benefit club members, Steve would like to progress club forward in the future. Possibility of charity donation discussed, no decision made at meeting. Discussion re storage of equipment and purchase of shed, Steve stated we have adequate storage here and School do not want a further shed on their grounds for juniors equipment.

- **Juniors update Julian**- Break over the summer in order to clarify arrangements to ensure complying with ARC insurers Perkins Slade. Moving to a Thursday in the gym and small enclosed field area behind gym over the winter and will not be running around the streets. Pete Jones approached to assist as is a full coach- committee queried if he was still up to date with UKA coaching, Julian will confirm. Dave German is a Run Leader; Julian Assistant Coach and committee agreed that the minimum coaching level to run a junior session is Assistant Coach (as per ARC 'competency' guidelines). If Julian not available sessions will be cancelled. Julian confirmed he has a contact number for each child on mobile phone in case of emergency or cancellation etc. Mel relayed sections of the ARC insurers policy and shared she has received an email as secretary confirming they had increased areas of cover such as allegations of abuse (previously not covered) . Julian would like a yearly online membership to save the children bringing change and the time this takes-Dave stated needs to comply with new Data Protection legislation. Juniors like to wear LR vests- Steve shared that Dave G has some stock and this was meant to be given to junior runners by Dave German at the BOS fun run.
- **Membership -** John (in absence of Mark) suggested online membership as current paper system chaotic and slow. Outlined two systems with a small transaction fee and committee in agreement to progress.
- **Team Captains Update** – Dave updated 3 teams can now be put forward for the relay event. Disappointed in general lack of response from members. Uphill- Wells relay.
<http://www.uphilltowells.com/>
- **Welfare Officer** – Jane and Amanda offered to share role of Welfare Officer as Dave stated we are not adhering to ARC rules if no one in position. Mel outlined briefly what it involves and will handover to Jane and Amanda.
- **Communications Officer** – Johns email newsletters now have items such as race results linked to website to encourage visits.
- **BOS**– All agreed race was a success with a good turnout. A couple of small issues to be rectified for next years: toilets- issues on day as people not using them in sports centre only in Huish Sixth. Signs needed next year to direct to other toilets. Some entrants were disqualified due to use of headphones and running with pushchair therefore not covered under ARC race insurance. One complaint from Burnham runner- no sponges. Not had sponges at race for many years so unclear why complained. Nikki meeting with school re 2018 race and separate follow up meeting to be arranged.
Roxy offered to be part of race committee and has suggestions for 2018.Would like to help.
- **AOB** – John asked if Dave Oliver (friend of Nicky Chrascina) who ran at Cotswold 24Hr with LR men's team could have honorary membership because of his astonishing contribution to the team, allowing them to take 2nd place in their category. The committee decided that although he is not local that does not prevent him becoming a member if he wished, and therefore it was not agreed.
- **Letter to committee** received from Rich Munday in July- Raised by Dave and discussed by committee. Steve had been waiting until after the race in order to address the issues raised. Steve agreed to respond directly as issues raised have been clarified and/or resolved.
- **Date of Next Meeting:** TBA. Meeting closed at 21.20

Mel Munday

Club Secretary 10/09/17 Approved by Steve Small