**Hart Road Runners Committee Meeting Minutes and Actions**

**Friday 13 April, 19:30 @ Charlie and Kate’s**

 1. Attendees: Grahame Smee, Ged Ruffle, John Leonard, Charlie Boffin, Kate Christie, Gill Stone, Alexa King, Hannah Hall, Jon Taylor, and Darren Wood. Apologies received from Dave Adams and Jon Cross. No declarations of conflicts of interest were made.

 2. The previous meeting’s minutes were agreed. The AGM minutes were also agreed (final version to be formally issued by Sarah).

 3. The following committee roles were allocated and agreed:

 a) Treasurer - John Leonard

 b) Secretary - Hannah Hall

c) Social Secretary - Alexa King

d) Membership Secretary - Gill Stone

e) Club Captain - Ged Ruffle

f) Digital and Social Media - Kate Christie

g) Coaches Representative - Ged Ruffle

h) Weekly Comms - Jon Taylor

i) Kit – Charlie Boffin

j) Awards and Trophies - Heather Allen

An informal buddy system between committee members was agreed to ensure resilience and continuity

4. Actions Arising from the AGM:

* A page will be added to the HRR website on the history of the club. Bryan Porter and Howard Robinson are working on this.
* Following a comment at the AGM that we could do better to look after our new joiners, Grahame has been encouraging new starters to feedback after their first session. We discussed whether a follow up at 4 weeks would be helpful. Action: Gill/Kate/Charlie to trial an email follow up and report back at the next meeting.
* The importance of keeping the HRR website calendar up to date was discussed, to ensure new joiners had the right information regarding training sessions. Action: (ongoing) Ged/Kate to ensure calendar is up to date.
* Following a comment that we could do more to utilise Easyfundraising, we discussed that it would be a good incentive to raise money if we had a specific target in mind. We agreed to try to raise money for a defibrilitator. Action: Charlie to provide wording on the defibrillator Easyfundraising campaign and pass to Kate and Jon for website and newsletter.

 Actions Arising from the Previous minutes:

* Grahame drafting a privacy policy - ongoing - Grahame drafting privacy policy.
* Twitter policy - ongoing - Grahame drafting Facebook and Twitter policy.
* Trophy spreadsheet to be updated - Action complete.

5. Committee updates:

a) Membership update - We discussed that the 14 month membership offer only applies to individuals who have never been EA affiliated. Recently one individual did not realise this and had previously been affiliated, so we need to ensure new members are made aware. Action: Gill to ensure that a question is added for new joiners regarding whether they have ever previously been EA affiliated. There will be no capacity to do the 14 month membership on the new payment system automatically so it will require manual intervention.

b) Running update - The merits of joining the Hampshire Cross Country League next season were discussed. The league consists of 5 races a year on Saturdays, is more competitive than the Southern League, and is all single gender events (10k for men, 6k for ladies). It may be welcomed by HRR athletes who cannot run in Southern League Cross Country. We would need 5 men and 3 ladies for a team. There is one weekend clash with Southern League. Potential concern that it may hamstring our Southern League efforts. Action - Ged to investigate levels of interest.

Nick Anderson had asked a question about the club’s aims and ambitions - do we want to set performance goals for the club? We discussed whether the club would benefit from having performance targets etc but most felt that the club needed to emphasise inclusivity - as such it was felt that further publicising the club’s performance awards could be beneficial. We agreed to look into publishing details on the website of runners who have been awarded certificates for achieving target times in races (platinum, gold, silver, bronze). Details of the target times for men and women are already published on the website for 5k (not parkrun), 5 miles, 10km, 10 miles, half marathon, 20 miles, and marathon distance. Certificates are presented approx every three months after the handicap. It was agreed that certificates should also be presented at the May Awards evening this year. Action - Gill to include link to performance awards in new members welcome letter, Jon to publicise awards in the newsletter, Heather to ensure some performance awards are given out at the May Awards and to consider publishing individual runners’ awards on the website.

c) Social update – 31 currently booked for May Awards and rising all the time. Action - committee members to encourage their peer groups to attend. Alexa requested subsidy of John Pinkerton cruise of approx £56; this was approved by the committee. It was agreed that Alexa should try to book the Children’s Christmas Party for 2 December. Various options for venue for adults Christmas Party discussed. Action - Alexa to book Children’s Christmas Party and investigate options for the adults party.

d) Coaching update – all summer schedules have been issued and are on the website.

e) Digital and Social Media – the new payment system has now been put on a development site; it will be a one stop shop and will require a single administrator. It requires further testing before being used by club.

6. Facebook page admin: The committee voted to set up a new HRR Facebook page in order to ensure that the club is compliant with the new GDPR. Action - sub group to take this forward (Grahame, Darren, Kate).

7. GDPR: We need to be able to demonstrate that we have reasonable controls in place to prevent data being lost, and what our procedures are to protect it. It was discussed whether committee members should have club email addresses for club business rather than private emails. Previously, the hrrsite gmail address had not been fully monitored or utilised. It was agreed that the club should cease issuing of birthday cards on ‘big’ birthdays as this compromised personal data. Grahame is working on privacy statements for the club. It was discussed whether the club wants to take out insurance against loss of data and agreed that this is worth investigating. Action - Grahame to look at options and if quotes were not too expensive, to proceed in taking out insurance for the club.

8. AOB

* The Hospice Run to be publicised in the newsletter and on Facebook. Action - Kate/Jon to publicise the Hospice Run.
* Votes for Member of the Year must be submitted by 22 April. Action - Kate/Jon to publicise Member of the Year voting.
* Hart Tri – the organisers do want marshals for the next event

– 139 out of 175 Hart4 places have now been taken. New medal design shared with committee. Some equipment required for Hart4. 2 gazebos requested at £379 each (current ones not fit for purpose), total £758 (which would be held as club assets and would be used for other HRR events) and 40 hi viz vests totalling £145. The committee approved the expenditure, total £903.

- The Steady Six have expressed a lack of interest in running the handicap in the summer months and have requested to make an alternative on handicap nights an official club run. Agreement reached that an off road run should be open to all club members and not just the Steady Six. Alternative runs to be scheduled as official club runs on the handicap nights in May/June/July/August. Action - Ged to arrange the four off road runs.

- Jon to request in comms that all trophies need to be returned to the club via any committee member before the Awards Do. Action - Jon to request return of trophies via the newsletter.

Next meeting: Friday 29 June, venue tbc (Heather’s or Alexa’s).