



## Committee meeting

Date: 29th May 2020 via conference call

Attendees: Grahame Smee, Charlie Boffin, Dave Adams, Ged Ruffle, Gill Stone, Heather Allen, John Leonard, Jon Cross, Kate Larmer, Morgan Applegarth, Paul Burger, Rhea Horlock

### Agenda

1. Review of outstanding actions from previous meetings
2. Membership
3. Finance
4. Welfare and safeguarding
5. Development group update
6. EA rules
7. Virtual racing
8. AOB

### Meeting minutes

#### 1. Review of outstanding actions from previous meetings

Action	Status
Coaching	
Heather has drafted safeguarding wording for website, Grahame to review.	COMPLETE. Heather, Helen and Howard drafted text. Dave to now put on website.

Ged to speak to Kevin about Safeguarding courses for renewal of coaching licenses.	COMPLETE. Grahame confirms all coaches must be DBS checked and go through safeguarding course.
Finance	
John to ask Nigel to talk to MoD about a Hart 4 date for 2021.	COMPLETE. Still waiting from response from MoD - Nigel pursuing.
John to pay outstanding money to last year's charities.	COMPLETE.
Gill/John to pay EA membership.	COMPLETE.

## 2. Membership

142 current members including 2 second claim, 5 seniors. Slightly down on last year but a fair position given the current climate.

ACTION: Gill to share full list with Rhea and Jon.

## 3. Finance

John shared current finance position with the committee. Hart 4 now complete for 2020; all refunds made, some expenditure deferred to next year where needed. Assuming no unforecasted expenditure, finances look to be in a good position.

ACTION: John to ask Kevin for proposed coaching budget.

## 4. Welfare and safeguarding

Heather has drafted the text for the website with Helen and Howard. Committee has no comment and approve to be published on website.

The committee thanks everyone involved in safeguarding of club members and taking

on this essential and important role.

ACTION: Dave to put document on website.

## **5. Development group feedback**

All focus groups now complete and good feedback from across all groups. Members valued the opportunity to have their say. Charlie fed back on key themes that came up during the majority of groups:

- Inclusiveness
- Meeting members' personal and running objectives
- Developing a social community (running and external)
- Recruiting new members

Next steps are:

- Committee to agree how to manage next steps
- Committee to discuss and approve actions
- Communicate to members
- Implement solutions

Charlie asks the committee what they think the best way forward from here is: through the full committee, through the development group, or involving more of the membership base.

Committee agree that the views of the broader membership have already been gathered through the focus groups and we've got good depth. Committee also agree that involving the coaching team will be important.

Kate suggests breaking down into the four key themes and the development group working through actions on how to address and improve each of these, taking this to the wider committee when there are decisions to be made and engaging with members as and when appropriate.

Committee approve this as a next step.

ACTION: Development group to set up meetings for each of the four objectives and to share with wider committee (ideally Monday).

ACTION: Morgan to put note in newsletter to update members about next steps.

## **6. EA rules**

Ged confirms EA rules still say no group running or coaching until further notice.

Committee agree to wait for EA rules to change before updating any guidance to the club about group running and training.

ACTION: Morgan to put a note in the newsletter to confirm.

Committee also agree to postpone commitment to upcoming events (Lord Wandsworth, Christmas etc.) but to continue going ahead.

ACTION: John to speak to Ali about finding potential dates for Lord Wandsworth.

## **7. Virtual racing**

Committee agree more virtual racing events will be good for the club.

Grahame proposes a mixed team event - teams of 5, each member is required a range of distance (from 1km to 8 mile) to encourage members to run more unusual distances. Scoring based on handicap so inclusive for all. Committee agree to run throughout June.

ACTION: Grahame to write up rules and share with the club for this week's newsletter and facebook.

## **8. AOB**

Fundraising

ACTION: Dave to take down current fundraising page about defibrillator on club website to save confusion.

Awards

Morgan proposes idea of 'team of the year' award for next year's awards.

ACTION: Morgan to come up with description for committee to discuss.

Membership cut off

Gill questions when we should stop sending comms to people who haven't renewed.

Committee agree to continue to give club support until normal activity resumes.

Achievement certificates

ACTION: Heather to email all recipients of achievement awards to see if they want them posted/delivered. Paul to support on dropping off.

**Date of next meeting**

Friday 26th June - 19.30pm via conference call