

# Trentham Running Club

## Committee Meeting 22<sup>nd</sup> April 2014

Present: Richard O'Keeffe, Lionel Jones, Andrew Vickerman, Ryan Procter, Alison Bradeley, Dan Maddock, Gareth Williams, Ken Pearson

Apologies: Jill Phillips

Meeting opened at 8:15pm and was chaired by Gareth Williams.

1.	<b>Adoption of Constitution:</b> A copy of the new club constitution was handed out to all committee members present, and two copies were signed and dated by the club Secretary (Ryan Procter) and Club Chairperson (Gareth Williams) and these copies will be held on file by each.
2.	<b>Minutes from last meeting:</b> There were several issues arising from the minutes of the last meeting. <ol style="list-style-type: none"><li>1. £1,000 for junior account. There was a question from GW about the money and how it must be spent. RP explained that the money was awarded specifically to fund a new satellite club at Trentham High School which takes place every Tuesday from 3pm and the funding had to be spent on certain things itemised in the funding bid.</li><li>2. Races funded by club. GW said that we should name the races that will be automatically paid for by the club. A list was drawn up and set as <b>North Staffs Cross Country League, Birmingham XC League, Midland XC league (Ladies), 12 stage and 6 stage relays (1 team in each only), National XC Championships, Staffordshire XC championships and National 12 &amp; 6 stage relays (if team qualifies)</b>. Other races will be taken into consideration by the committee on an individual basis.</li><li>3. Accounts signoff. GW noted that the accounts stated 148 members whilst Membership Report concluded 150 members. Andrew Vickerman explained that the 2 new entries were after the accounts closed and the accounts were signed off as accurate.</li><li>4. Club Handbook. It was agreed a timescale should be set on the production of the club handbook. 3 months for the 1<sup>st</sup> draft (by July committee meeting) and 6 months for completion (by October committee meeting).</li><li>5. Club Kit. GW said that he feels the club kit needs to be standardised and also one point of contact for purchase. There was some discussion and the committee agreed to look into a central supplier for kit and club vests and colours need to be consistent. Lionel Jones and RP were to speak with suppliers and see what they can offer.</li><li>6. Online Payment. It was also raised that members should be able to pay online for club membership and kit. AV said he could set up a BACS payment system almost immediately and would also look into the PayPal option, although it was mentioned there could be a fee for</li></ol>

	<p>this.</p> <p>7. Identification of group leaders. There was some discussion about the group leaders and possible solutions to there being identified at the club to new arrivals. Nothing was agreed on the night but several options were discussed. The committee agreed to discuss further at future meetings.</p> <p>8. Ken Pearson raised several issues regarding wording in the AGM minutes. He felt that the word SASSOT (Sport across Staffordshire and Stoke On Trent) should have been in full and not abbreviated. He also noted an error regarding the adoption of the constitution, which read that it would be adopted at the next meeting, rather than adopted at the AGM and signed at the next meeting. Also in the section regarding the debate about the constitution he felt that the word 'Members' should be included to reflect their input into the discussion. The committee agreed to these minor changes and RP to update minutes.</p>
<b>Actions</b>	<p><b>RP to amment AGM minutes.</b></p> <p><b>AV to look into BACS and Paypal options</b></p> <p><b>LJ and RP to liaise with suppliers of kit</b></p>
<b>3.</b>	<p><b>Communications Officer:</b> due to Chris stepping down after the AGM the role of communications officer became vacant. Dan Maddock was asked if he would like to take on the role as Gareth felt he was the most suitable candidate. Dan agreed after a brief moment of thought to take on the role. Dan was proposed by RP and seconded by GW and Dan was elected unopposed as new Communications Officer.</p> <p>There was also a discussion about the roles of the communications officer. As well as the regular '5 minute mail' which goes out once a month it was mentioned that we have a Twitter account, currently operated by Phil Thomas, and that we should have a Facebook account (not the group page which is different). It was felt that these should be maintained by the Communications Officer.</p>
<b>Actions</b>	<p><b>Dan to look into setting up Facebook account and take on the twitter account. RP to communicate with Phil Thomas regarding twitter.</b></p>
<b>4.</b>	<p><b>Shugborough Relays:</b> It was asked who would be paying for teams to enter the relays? Since the price rise, due in most part to the chip timings, the entry fees have been paid by those running and entering their own teams in advance. It was agreed that this should remain the case as it is simply too expensive for the club to fund these costs.</p>
<b>5.</b>	<p><b>Trentham 10:</b> Alison Bradeley gave an update on the Trentham 10. She stated that there had only been 1 entry so far. She asked why the old entry form was still on the website. RP explained that he had only recently received a copy and would be on there shortly. RP also asked AB to send over some further race information and course map for the website.</p> <p>AB asked about Kilometre markers for the course. Richard O'Keeffe explained that they were already marked out and he could check these on his bike in the near future.</p>

	<p>AB had tried to produce a marshal's instruction sheet as these had changed due to the new distance and course, and will finalise these soon.</p> <p>There was again the question of race sponsorship and the fact that we currently have none. Everyone agreed to to seek out a sponsor and it was discussed that £100 could sponsor the race numbers and £200 would sponsor the technical race T-shirts. ROK said he would again approach Jodie Rock to see if interested.</p> <p>The new course would require a new risk assessment and Lionel Jones and GW said they would be willing to carry this out, using the old risk assessment as a base as only slight details had changed.</p> <p>There was a brief discussion about the location of the drinks station. It was agreed the lay-by on the A519 would be the best location as it is almost exactly the halfway point of the race.</p> <p>LJ stated that the School and Village Hall had been booked and that no problems or issues had been raised.</p> <p>It was also noted that the signs for the race need their own risk assessment and Ken Pearson and LJ agreed to take on this role.</p> <p>There was a point raised about marshal's bibs and that preferably should be high visibility. It was pointed out that Ken Rushton may have some of these we can use for the race and we would find out if this is the case.</p> <p>AB asked for a suitable date for the club Barbeque where marshals are usually sought for the race. A date of 10<sup>th</sup> July was agreed and this would be publicised to members in advance.</p>
<b>Actions</b>	<p><b>AB to send race info and course map, RP to add to website with entry form.</b></p> <p><b>ROK to ride course and check markers.</b></p> <p><b>AB to produce marshal's instruction sheets.</b></p> <p><b>ALL seek sponsorship, ROK to ask JR if interested.</b></p> <p><b>LJ and GW to carry out risk assessment of course.</b></p> <p><b>KP and LJ to do signage risk assessment.</b></p> <p><b>ROK to ask KR if he has high-vis vests we can use.</b></p> <p><b>DM to publicise BBQ and RP to place note on the website.</b></p>
<b>6.</b>	<p><b>Senior Coach:</b> AV noted that the juniors have 2 coaches and 1 assistant, whilst the senior runners do not have a recognised coach. RP explained that the in the past this has been advertised with no interest, although Dale Colclough had recently contacted him and expressed an interest.</p> <p>Traditionally the club had paid half of the course costs up front (once the person had completed the course) and the other half was met by Staffs AAA after 1 year of club coaching following the qualification.</p> <p>It was agreed that this could be implemented for any prospective coaches who stepped forward.</p> <p>Gareth suggested a deadline of Friday 16<sup>th</sup> May for discussion at the next committee meeting and was agreed by the committee.</p>
<b>Actions</b>	<p><b>RP to liaise with DC</b></p> <p><b>DM and RP to publicise</b></p>

7.	<p><b>Chairman's list:</b> GW stated several issues he felt needed addressing in the current year 2014/15. These included:  The website which he felt needed some small changes like photos of committee, some photos changing and a few more updates.  Female changing needed to be addressed as these were continuously in a poor state of cleanliness.  Lighting on the driveway needed to be looked at.  New members welcome, names published in 5MM or on website.  Rugby Club Committee meetings, Gareth felt that we should sit in on their meetings and offered to do this on a regular basis.  Once a month to have a 'social evening' at the club with tea and coffee available at a small cost and maybe some chips.  Group Leaders, make sure they are following club guidelines and are properly trained.  Membership awards for long membership.  Chairman's letter to members.  Club Charities. GW felt that we should nominate an annual charity and this is normally the case.  Club Strapline, to be addressed at a later date.  Notice Board. Gareth felt the notice board is not suitable and that we should have a glass cabinet style notice board which cannot just be posted on by anyone. AV said he would ask Gregson Julian to look into the cost of this and RP noted that this is a facilities issue and would need to be agreed upon by the Rugby Club committee.  Runners world favourite runs.  First Aiders. GW asked that we should find out who are trained first aiders within the club so a list can be populated.</p>
10.	<p><b>Poppy Run:</b> RP said that he had received communication from a charity organiser for the British Legion asking for our help with a 'Poppy Run' at Trentham Gardens in October. The committee felt that we could not offer to help on this occasion.</p>
<b>Actions</b>	<p><b>RP to reply declining invitation to help</b></p>
11.	<p><b>Dave Clarke 5k:</b> RP said that Chris had asked if he could be relieved of his duties regarding the DC5 race this year. RP asked if anyone would be willing to help out form the committee instead. Gareth offered to take the race entries and Andrew offered to take over the chief marshal role.</p>
<b>Actions</b>	<p><b>RP to ask Chris to forward all marshal info to AV</b>  <b>RP to change entry form address to GW</b></p>
<b>AOB</b>	<p>1. Gregson Julian had asked if we could have 3 race divisions in the current Club Championships for Road Racing as he felt they were too big. Jill was not present to address the issue so it was decided this would be passed on to the next meeting.</p>

The meeting was closed at 10:10pm and the date of the next meeting was scheduled for Tues 20<sup>th</sup> May 2014