

Trentham Running Club

Committee Meeting Minutes

17th June 2014

Meeting Commenced at 8:15pm

Present: Ryan Procter, Gareth Williams, Lionel Jones, Daniel Maddock, Alison Bradeley, Ken Pearson.

1. Apologies: Jill Phillips, Andrew Vickerman.

2. Minutes from last meeting.

Matters Arising:

2.1. Club Handbook. Ken has drafted a copy. Ryan to locate and pass on the hard copy of a sample handbook.

2.2. Online payments. Lionel Jones and Andrew Vickerman to liaise with each other to ensure all online memberships are indeed paid for as stated.

2.3. RP has delayed getting in touch with those interested in courses as he hopes to get some funded by Staffs Athletics Network as a favour.

2.4. No response on 1st Aiders

2.5. RP also to be added as signatory for cheques to avoid waiting times for issuing

2.6. LJ has costed T-shirts from Running Imp at £3.85 for mono colour front and back. Gareth Williams asked if we could get a price for 2 tone colours?

2.7. RP stated that KP is now in control of the website. Also KP mentioned that 4 people had offered to help develop the new website and that a meeting should be arranged with the committee to discuss our requirements and how best to move forward. Persons were Simon Davies, Dave Wheatley, Graham Sheridan and Shaun Weston.

2.8. RP said that he had not yet heard from Tom Halloway about the Club Mark gap analysis and would continue to pursue this.

2.9. RP to amend the data collection sheet and forward for approval.

2.10. It was asked about the advert for Trentham Local magazine. Dan Maddock to speak to SAN regarding the advert in Trentham Local.

2.11. Club Captain. It was discussed what happened with the recent events surrounding the club captain's role and the situation at the moment. It was expressed that several people were unhappy although none had come forward directly. It was decided to leave the situation as it stands for the time being.

Actions: RP to pass handbook to KP

LJ and AV to cross reference payments/memberships
RP to liaise with Staffs Athletics Network re: coaching
AV to include RP on the mandate form
LJ to find out extra cost for T-Shirts
Arrange meeting with committee re:website
RP top amend form and pass on.
DM to speak to Cath from SAN re:advert

3. Treasurer's report: Andrew Vickerman was not present but sent a copy of the current state of the senior and junior accounts. The only anomaly was that a cheque for Ridgeway Textiles should read England Athletics. The main account stands at £8611.45 and junior account at £2666.66.

4. Membership Report. Lionel stated that we currently have 104 renewals which is up on this time last year. It was mentioned that letters will be sent to those who were members last year that have not currently renewed.

Actions: LJ to send letters out for renewals

5. Trentham 10: Alison Bradeley said that we have received 66 entries so far. Alison asked what the lead time would be for T-Shirts so we can delay ordering. Lionel said he would find out.

KP has done the risk assessment for the kilometre markers.

It was said by Richard that the paint for the km markers may have faded slightly and may need touching up soon.

Risk assessment for the marshals has not yet been completed and needs to be done. Gareth Williams said he could do this and will complete.

DM to ask those not running in the race to marshal if possible as no-one had yet come forward.

RP asked about promoting the race and possible marketing strategies. It was agreed that we should start marketing and promoting from August for the following year to build interest.

Actions: LJ to find out lead time for T-Shirts
KP to check paint markers on road
GW to produce marshals Risk Assessment

6. 25th Anniversary: It was stated that this year is the 25th anniversary of the club and what could be do to celebrate. All agreed that Jill's cake for the 20th was a great success, coupled with the BBQ night.

It was agreed that we should do this again and Gareth offered to ask Jill about the cake.

Actions: GW to ask JP about the cake for the 25th

7. AOB 1: After a recent accident it was suggested that we should have accident/incident forms completed. It was mentioned that EA carry templates for these on the website. Daniel Maddock offered to investigate the procedure for reporting these.

Actions: DM to investigate forms/procedure

AOB 2: It was discussed following the notice on the website regarding Dave Clarke's daughter in law running the Potters 'Arf that we should make a donation as a club to remember Dave. It was agreed that the club should donate £100 from the junior account.

Actions: AV to issue cheque for Mel's Just Giving cause

AOB 3: GW also noted that some of the rugby club players also ran the Potters Arf in memory of one of the players that died recently. He felt that as a goodwill gesture the club could contribute towards their cause. It was agreed that we should contribute £50 from the main account.

Actions: AV to issue cheque for £50 to Rugby Club cause

AOB 4: Gareth mentioned the finances of the Rugby Club and said that we might help out in some way. It was agreed that we issue a cheque for the memberships we have received so far before finally settling up in October with final payment.

Actions: AV to issue cheque for £1,000 to rugby club for 100 memberships so far.

Meeting closed at 9:40pm and the date for the next meeting was arranged for Tuesday 10th July 2014. (1 week early to accommodate BBQ).