

# Trentham Running Club

## Committee Meeting Minutes

27th May 2014

Meeting Commenced at 8:15pm

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

**1. Apologies:** Richard O'Keeffe, Andrew Vickerman.

### **2. Minutes from last meeting.**

Matters Arising:

2.1. Club Races. Consider Masters Relays for addition to races paid for by the committee.

2.2. Club Handbook. Ken Pearson and Dan Maddock offered to work on the club handbook. RP to pass on the club handbook template to Ken/Dan.

2.3. Club Kit. After brief discussion it was decided to firstly simplify the ordering process for club kit and then look to expand the range on offer at a later date. Notice in the 5 Minute Mail to ask if anyone has ideas for club kit.

2.4. Online payment for entry fees. AV needs to provide LJ with the list of online membership payments so they can be cross referenced.

2.5. Group Leaders. It was discussed and the majority felt that there was no need for further action to identify group leaders as no issues had been raised.

2.6. Coaching Courses. 4 members had expressed an interest in the courses on offer. RP to liaise with these 4 and sort out the appropriate course.

2.7. 1st Aiders. No-one came forward and identified themselves as a first aider. At the moment only Ryan Procter is known as a qualified first Aider. Reminder to go out in the 5MM. Add a blank list to be populated on the notice board.

2.8. Club Championships. Jill stated that the groups are reviewed on an annual basis depending on how many people completed 8 of the club races. Last year this was not found to be enough to expand to 3 divisions. Reviewed at the end of this season.

**Actions: RP to pass on handbook template to KP and DM**

**AV to liaise with LJ on payments**

**RP to liaise with 4 persons interested in coaching to get them booked on.**

**RP to add blank list of 1st Aiders on Notice Board**

**DM to add reminder of 1st Aiders in 5MM**

**3. Treasurer's Report:** Andrew Vickerman, although not present, sent a written report. The balance was shown to be £6,530.02 in the main account and £2,162.66 in the junior account.

Andrew also noted that the mandate form needs to be approved as Gareth Williams to be added as signatory. All agreed and this now needs to be signed by Gareth Williams and Lionel Jones and handed back to AV to take a copy prior to returning to the bank.

Andrew requested approval to set up an online banking system. It was agreed to set up a basic 'view only' system for the time being and to review at a later date a system whereby he could make payments, which would require 2 person approval.

Andrew has set up a club 'PayPal' account (which is free) and noted the charges of 3.4% +20p per transaction. He estimates that the charge on a typical payment of subs to be £1.46 and proposed we add a charge of £1.50 per transaction to cover this. This was agreed by all.

**Actions: AV to set up View Only online banking  
GW and LJ to sign mandate and pass back to AV**

**4. Membership Report:** Lionel Jones gave the report stating we have approximately 80 senior renewals to date. He also noted that due to England Athletics clamping down on late renewals we need to set a deadline of June 21st for renewals. All applications after this date would incur the £5 surcharge.

**Actions: DM to add reminder to 5MM  
RP/KP to add note on website**

**5. Trentham 10:** The issue with Runner's World has been sorted and Alison Bradeley confirmed 27 entries to date.

Alison asked if there were any races coming up that we could target for entry forms. Races mentioned were the Westbridge 5, Potters 'Arf and also Bournes Sports for their Saturday Runs.

Village Hall and School are booked.

Race Numbers are on order.

Portaloos need to be ordered the week before when we have a clearer idea on participant numbers.

LJ and GW are to follow up on the T-Shirts for costing depending on numbers.

KP and LJ to mark out the Kilometre Points and report back to AB, and hopefully add a paint mark or similar to the road making it easy to find.

Club BBQ date fixed at 10th July for marshal recruitment.

Fluo Jackets need sourcing and it was felt by all that the club should have their own for all future races with the club logo on the back. RP will find out the cost of these and report back.

**Actions: ALL - Distribute entry forms at races and GW to take some to Bournes.  
LJ and GW follow up on T-shirts**

**LJ and KP to sort kilometre markers  
RP to cost up Flou-bibs**

**6. Notice Board:** Ryan said that we now have a lockable notice board although we do not have a key. The cabinet has been passed to Greg Julian who will replace the lock and turn the backing into a pin board. GW also said we have a slimline one donated by the rugby club.

**7. Club Captain.** RP informed the committee that Dave Pickstock has stepped down as Men's Club Captain and Craig Taylor has offered to take on the role. RP to place a note on the website thanking Dave and asking if anyone else wishes to be considered. Dan Maddock to also send out in 5MM.

**Actions: RP/KP to add to website**

**8. Website:** RP stated his intention to step down as website manager due to the time it takes to fulfill the role and his other commitments to work and the club. KP agreed to take on the role in the meantime. There was also some discussion about the method of updating the website which is somewhat outdated. It was agreed that no-one on the current committee is capable of developing the website and outside help would be sought within the club.

**Actions: RP to assist KP with transition of website and pass on all the current files and documents relating to the website.**

**DM to put on 5MM if anyone is capable of lending support with development of the website.**

**9. Club Mark:** Gareth stated that after looking through the standards and facilities required to achieve clubmark the club is unlikely to achieve these outcomes. It was agreed that we could do gap analysis and see how far short we are at the moment. This would help move the club forward anyway, even if we do not obtain clubmark in the end. It was mentioned that Tom Halloway is studying Clubmark as part of his University Degree and may be of some use in this area.

**Actions: RP to ask Tom Halloway if he has the time to commit to doing a gap analysis in relation to clubmark.**

**10. Rave Run:** GW said that we should ask members to submit a 'Rave Run' to Runner's World Magazine which may help raise the profile of the club.

**Actions: DM to add to 5MM about rave runs**

**11. Club Logo:** It was asked if the club logo should be applied to all official communications instead of the Oak Tree sometimes used. All agreed that this is a good idea and offered consistency to outside bodies and members alike. RP has the master copy of the club logo on file should anyone wish to use it.

**12. Club Conduct.** It was discussed following a recent incident that conduct is important when representing the club. It was agreed that DM should add a gentle reminder that the club expects members to act in a reasonable manner anytime they are representing the club.

**Actions: DM to add reminder to 5MM**

**13. Members Application/Data Capture:** GW asked if we keep records of any illnesses or medical conditions for members. RP stated that he keeps such information for all junior members on their first arrival at the club. It was discussed and agreed that we need to do the same for all Senior Members too. RP said he could amend one of the forms for seniors and the forms should be completed for all current members and anyone who attends the club for the first time.

**Actions: RP to amend the form for approval, and send out to all members for return to LJ for storage and data collection.**

**14. ROK Resignation:** Gareth announced that Richard O'Keeffe has resigned his position on the committee. This was due to his retirement and also that he is spending so much time abroad now. The club would like to thank Richard for his outstanding service over the years, especially as Chairman. Richard will stay on in the role of Ladies Team Captain with assistance from Debbie Thomas. It was decided that we should open up the place to anyone else who wished to be considered for the committee and is eligible.

**Actions: DM to add to 5MM**

**15. AOB:** DM said that the Staffs Athletics Network had offered to pay for an advert to the Trentham Local for the beginner running project. Dan would see the deadline and see if the next course could be publicised in time. If not we could do this for the next course after that. It was also agreed that it would be a good opportunity to add the Trentham 10 to any advert as an addition.

**Actions: DM to investigate the deadline and draw up an appropriate advert.**

Meeting closed at 9:40pm and the date for the next meeting was arranged for Tuesday 17th June 2014.