

Trentham Running Club

Committee Meeting Minutes

11th November 2014

Meeting Commenced at 8:11pm

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

1. Apologies: None

2. Minutes from last meeting.

Matters Arising:

- 2.1. Ryan has been in contact with Touchline Pro about winter gear and is currently waiting on prices for Fluo Hats and Gloves, Fluo Jackets, long sleeved training tops & tights. We can get zipped Hoodies and are approx £2-£3 more than the standard Hoody.
- 2.2. Ken has sent out the revised Handbook and Club Guidelines. RP said that SAN had kindly offered to produce these when finished. KP said we should just get a few printed for now until after AGM when the content will be finalised with committee, etc.
- 2.3. Gareth said he will price up an A4 leaflet dispenser for the foyer to hold forms and race entries, etc.
- 2.4. Ken has updated the gap analysis and said he had not yet spoken with Tom but hoped to do this soon. RP said that after speaking to SAN was advised that we may actually achieve clubmark and they will continue to support the club with this. Cath Pendlebury has said she is happy to come and meet with the committee to discuss.
- 2.5. Jill said that the Christmas Party had been booked for Friday 19th December at Michelin Sports and Athletic Club. The cost would be £10 per person limited to 100 places. This would include food and entertainment. It was agreed that Dan Maddock would send out an invitation to all members by email saying that Lisa Heath was selling tickets and to include in November 5MM.
- 2.6. Lionel has not yet sent out the list of lapsed members and said he would do this before the next meeting.
- 2.7. RP will speak to Phil Howard at BookitZone regarding the online membership forms for April.

- 2.8. LJ was asked if he had yet found out the claim process if a member wishes to claim on the proposed insurance policy. He hasn't yet done this but will do so this month, as he noted it is due for renewal in November.
- 2.9. KP has had the extra gate keys cut and have been passed to Paul and Jill.
- 2.10. RP said he had applied for the Virgin London Marathon club places but had not yet heard back.
- 2.11. DM said that no-one had been in touch about the vacant Treasurer's position at the club. RP said that he too had received no interest. LJ has been into the bank to speak about Changing the treasurer. Dan to again include in 5MM that the club are seeking a new Treasurer. Alison Bradeley said that she would take it on in the meantime and would think over taking it on longer term.
- 2.12. Dan to include in the 5MM about the London Marathon Ballot process.
- 2.13. Dan has come up with a questionnaire for runner of the month, and will send out to all committee members for comments and suggestions.
- 2.14. GW has spoken to Ken Rushton about the NSRRA and the Trentham 10 and will represent the club at the next meeting.
- 2.15. GW has spoken to the rugby club about the additional car parking. There was a great deal of debate about this and it was agreed that the club would offer £500 towards the cost of it providing that floodlighting was affixed to the club overlooking the area.
- 2.16. GW passed bolts to RP for the club tent to replace the missing one.
- 2.17. RP still to price up a cover for it, and noticed a sack is being used at the moment.
- 2.18. No-one came forward to offer to look after the tent and flags on a permanent basis.

Actions:

- RP to report back with prices for kit**
- KP to continue work on Handbook/Guide**
- GW price up A4 storage rack**
- KP speak to TH and continue with gap analysis**
- DM to send email about party**
- LJ to send committee list of lapsed members**
- RP speak to Phil at Bookitzone**
- LJ to find out claims process**

RP find out about ballot places
DM to add to 5MM about vacant Treasurer's position
DM add to 5MM regarding the ballot for VLm 2015
DM to email questionnaire to committee members
RP to price up a cover for tent

3. Treasurer's Report: Lionel gave a treasurer's report as stand in Treasurer. The main account is standing at £7,429 and the junior account at £1,028 after outstanding cheques have been cleared.

Gareth asked if we had the spreadsheet from Andrew, which we haven't, and said that he would contact him to ask for it to be sent.

AB offered to perform stand in roll and will get all necessary documents and chequebooks from Lionel.

Actions: GW to ask AV for spreadsheet
LJ to pass all stuff to AB

4. Membership Report: Lionel Jones said that we currently have 156 senior members and it was hoped we would have 4 places for London Marathon. Lionel also said that we have 38 paid up Juniors.

5. Presentation Night: Gareth said that Florence Club had been booked for 23rd January 2015. Ken Rushton said that he would like to block order the trophies for the presentation night with the NSRRA ones as we can get a better discount.

It was discussed that the committee could miss someone out with nominations for the awards, and although it was agreed that the committee would chose the winner we should seek nominations from the members. Dan offered to add to the next 5MM.

Gareth also said that he would price up the costs of catering in time for the next committee meeting.

Actions: DM to add to 5MM asking for nominations
GW price up catering

6. Team Manager: The role was discussed and Gareth gave an outline of duties which in brief were to oversee the different groups run leaders and

ensure they are producing timetables for runs, act as an intermediary between the committee and the run leaders and team captains. Ensure that the run leaders are following club guidelines in relation to the runs and oversee the participation forms are being filled in. It was mentioned that the role might be better defined by the name 'Senior Run Leader'

7. Minibus for National XC: Richard O'Keeffe has asked if the club can provide a mini-bus for the national XC races in London on February 21st 2015? Gareth said he could source one from Moorland Self Drive. All agreed that the club should fund the cost of the hire. It was mentioned that Dale drove last year and suggested that he be asked if he wanted to do so again.

**Actions: GW to book minibus with Moorland
RP to ask Dale if he wants to be driver**

8. Parkhall XC: Gareth said that the advance notices had gone up. RP said that he had walked the course twice and all seemed okay.

It was discussed that we might need an extra marshal at one particular point. DM said that we were now doing well for marshals and that all places will be covered.

RP said he would meet GW at 8:30(ish) on Saturday to set-up the course.

9. Calendar 2015: GW proposed a club Calendar for 2015 with all club races, organised events and important dates to be added so nothing gets missed. He asked that everyone have a think about what needs to be included.

Actions: ALL – contact Gareth with list for calendar.

A.O.B. 1: Website: KP produced a list of kit available for the website although RP said that the junior sizes were wrong. RP will forward sizing and pricing details to KP in time for the next meeting.

Ken also said that the website is getting approx 750 hits a week which is great. He also said that he has adjusted the colour tones to make it more reader friendly.

Actions: RP to provide ken with sizes and prices and photos when available.

A.O.B. 2. RP said that we had almost missed out entering a team into the Midland League XC for the ladies as they had not received our affiliation. He said that at the moment too many individuals are involved with the registration process and that he would contact the relevant organisations to see who was their point of contact and get it changed to the club secretary.

Actions: RP contact NSCCL, Midland Counties, Staffs AAA, Birmingham League, England XC and Midland League XC

A.O.B. 3. Jill asked what date the Christmas run will be and the date of Tuesday 23rd December was chosen. Dan will add to a packed 5MM this month.

Actions: DM to add to 5MM

A.O.B. 4. KP produced a Duties And Responsibilities document for committee members outlining roles and responsibilities. This was in line with the gap analysis and will forward to all for comments/suggestions.

Actions: KP to forward to all committee members

Meeting was closed at 10:02pm and the next meeting was scheduled for Tuesday 09th December 2014.