

# Trentham Running Club

## Committee Meeting Minutes

13<sup>th</sup> January 2015

Meeting Commenced at 8:05pm

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

Also Present: Craig Taylor, Debbie Thomas, Daniel Jordan

**1. Apologies:** None

**2. Men's Captain and Senior Run Leader:** Before the committee meeting started Craig Taylor, Dan Jordan and Debbie Thomas were welcomed. Craig was present to hear the committee outline the roles and responsibilities of the new Run Leader's role. He had also offered to take up the role of Men's team captain, a role which he had been performing for some time, following Dave Pickstock's resignation from the post. The Committee welcomed Craig's decision and appointed Craig as Men's Team Captain.

Craig Heard the role and offered to take up the post Ken Pearson explained that a more detailed brief was currently underway in the 'Roles and Responsibilities' document that he was producing. Craig then left the meeting.

**3, Treasurer and Committee Members:** Daniel Jordan and Debbie Thomas expressed an interest in joining the committee and asked what they had to do and what would be expected of them. After a brief summary Dan offered to take on the Treasurer's Role and Deb Offered to join the committee.

Ryan Procter Proposed that Dan be elected to Treasurer and was seconded by Daniel Maddock. There were no objections and Dan was welcomed to the committee. Debbie Thomas was proposed as a committee member by Lionel Jones and Alison Bradeley seconded the proposal. There were no objections and Debbie was also welcomed to the committee. There was light applause!

It was noted that 9 was the maximum number of committee members and this figure had now been reached.

**4. Minutes from last meeting.**

Matters Arising:

4.1. Gareth asked if Club Kit was in hand. RP said that the kit was being lettered up with logos etc, ready for the presentation night.

4.2. Ken Pearson explained that he had circulated a draft of the guide but that it will now need amendments and would update in time for next meeting.

4.3. GW asked if a rack for club documents downstairs had been found. KP and RP had not sourced one and GW offered to have a look for a wall mounted one.

4.4. RP said that he had not set up a meeting with SAN regarding Club Mark but said he would try and arrange this before next meeting.

4.5. DM said that Runner Of The Month questionnaire was done and was ready to go out.

4.6. RP said that he would shortly be purchasing a gazebo cover.

4.7. GW asked about spreadsheet for accounts and not had anything from Andrew Vickerman. Daniel Jordan said he would speak to Andrew and try and get them from him.

4.8. Catering for Presentation Night. LJ said his source would cater for the event at a price of £4.25 per head and read the list of foods on offer. It was agreed to use this supplier and asked if we could let him know numbers by 21<sup>st</sup> January. He said he would get the lady to have the buffet ready for an 8:30pm start. The awards to start around 7:30pm.

4.9. Daniel Jordan offered to move the 'Club Calendar' forward and asked for input and help with items to include.

4.10. Jill Phillips outlined the club championships and proposed removing the Christmas Cracker and replacing with Belper Rugby Rover. JP asked for suggestions for any races for the off road champs.

**Actions: RP bring samples to presentation night.**

**KP amend handbook**

**GW find rack**

**RP speak to SAN**

**DM sort ROTM questionnaire**

**RP get gazebo cover**

**DJ to liaise with AV for spreadsheet**

**LJ to sort catering**

**ALL let LJ know how many we need to cater for**

**DJ to start work on club calendar**

**JP to sort out Off Road Championships**

**5. Treasurer's Report:** Alison Bradeley circulated an accounts sheet which showed the balance of the main account at £6861.57 with no outstanding payments. She could not give a balance of the junior account owing to not having received the spreadsheet, nor a bank statement. Again, DJ said he would chase this up with Andy. Alison agreed to pass over all the accounts information and cheque books, etc, to Dan in good time.

**Actions: AB to pass accounts to DJ  
DJ to chase spreadsheet with AV**

**6. Membership Report:** Lionel Jones Gave a summary of memberships to date and showed that we have 158 senior members with it being unlikely that anyone will renew before April at this stage. He said there were currently 38 junior members.

**7. Presentation Night:** The Presentation Night for Friday 23<sup>rd</sup> January was discussed. It was noted that the catering was now in hand with Lionel. There was a question of someone being the 'Doorperson' and Dan Maddock offered to do this. It was noted that the function normally starts at 7:30pm and on the tickets it said 7pm. Dan said he would arrive by 6:30pm. It was agreed to leave it as it was and this way we can start as soon very close to 7:30pm with the presentations.

RP was chosen to be the Mic Person and Ken Rushton will present the awards.

It was discussed about having a raffle and asking members to bring prizes, although some said this could go on for a long time if there were too many. Dan Maddock offered to add to the 5MM for members to bring a prize.

Jill offered to get some raffle tickets.

Dan Jordan said he could create and bring along a music CD and some disco lights for after the presentations.

After this the nominations were discussed and analysed and people chosen for the main awards. These will be disclosed on the night and are shrouded in a veil of secrecy.

It was agreed that Terry Parton should have 2 tickets free of charge as he had expressed an interest in attending.

Ryan brought up the subject of having some recognition of long time continuous membership as it was felt that this could encourage people who have been members for a long time to keep their memberships going if not active. GW asked if LJ could draw up a list of members who had held continuous membership for 10, 15, 20 and 25 years and to discuss further at the next meeting.

**Actions: DM add to 5MM about raffle  
JP to get raffle tickets  
DJ play at D.J. and make a CD for the MC 😊  
LJ to create list of long service members**

**8. Trentham 10:** Ken Pearson has updated the form but noted that we didn't to date have a sponsor. It was agreed that forms could go out without a

sponsor for the time being and then as soon as one was found we could add it to the form.

Gareth said that it would be a good gesture in light of some comments made on the entry fee price that £2 from each entry be donated to the Air Ambulance who attended the scene when Terry had his accident during the last race. It was felt that this could also be used to attract entries from the general public who support the Air Ambulance. All agreed that this was a great idea. The advance entry price was £12 attached and £14 unattached for 2014. Gareth mentioned that we could get carrier bags with the club logo on for all 3 races and spread the cost between them RP did raise concern that the Dave Clarke 5 is, and was always intended to be, a low cost race with a very small budget and couldn't really afford to contribute without raising the price of the race significantly. It was agreed though by all that this was a great idea and that entry forms for all the races could go in there at the Trentham 10.

**Actions: ALL – Look for a sponsor**  
**KP to Amend entry form with Air Ambulance info**  
**GW to price carrier bags**

**9. Driveway:** LJ asked about the driveway again and mentioned how dark and dangerous it is running from the road to the club. He asked if the Rugby Club would consent to having the kerb stones painted alternate white to give some level of vision hopefully. GW said he would look into this.

**Actions: GW to ask Rugby Club about kerbstones**

**A.O.B 1:** Dan Maddock said that Lee Jones had asked for a key to the top gate as he was getting there early. Jill said she never used hers and offered to pass this one on. It was mentioned that it must be locked when no-one is at the club due to Rugby Club policy. Jill said she would fill Lee in on this.

**Actions: JP to pass key on to LJ and pass on info**

**A.O.B. 2:** RP mentioned that we have had a bill for £12 for extra XC trophies for the ladies team. The committee agreed that the club should pay for this and the invoice was passed to Alison.

**Actions: AB/DJ to send payment for invoice to NSCCL**

**A.O.B. 3:** Ken P said that the draft insurance information for members was ready to go on the website. He also said that the code of conduct document was almost done and would be circulated to committee members for feedback and observations.

**Actions: KP to send code of conduct to committee members**

**A.O.B. 4:** KP said that as part of the gap analysis someone at the club needs to keep records of peoples DBS certificates and coaching qualifications with expiry dates. RP said he would contact all the people involved and request to see their documentation.

**Actions: RP to send email to persons involved requesting info**

**A.O.B. 5:** The Membership form would need updating due to several changes as well as the EA levy increase. It was agreed to discuss this at the next meeting.

**Actions: Carry forward to next meeting membership form**

**A.O.B. 6:** GW said that we should nominate a club charity for 2015 and asked if anyone had any preference then to send to him for discussion at the next meeting.

**Actions: All – Send nomination if any to Gareth**

Meeting was closed at 10:00pm and the date of the next meeting was fixed for 10<sup>th</sup> February at 8pm

Meeting closed at 9:55pm and the date for the next meeting was arranged for Tuesday 14th October 2014.