

## Minutes of Committee Meeting - 9th March 2020

<b>Chair:</b> John Stephenson (JS)	<b>Treasurer:</b> Steve Knight (SK)	<b>Club Secretary:</b> Lucy Wasinski (LW)	<b>Ordinary Members:</b> Jeroen Peters (JP) Alison Holt (AH) Steve Page (SP) Paul Skuse (PS) Mandy Beames (MB)
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### 1) Apologies - Pete Wallroth (PW)

### 2) Review of minutes and actions

- Role descriptions - carry forward to next meeting.
- Drafting constitution - carry forward to next meeting
- Club Kit - waiting until survey has gone out to see what members want. First draft underway, final draft be brought to committee meeting before circulating (MB).
- London Marathon places via EA - benefits of EA registration needs to be publicised, based on first claim registered members.

## Races (SP)

### Hadfield Dash - 29th July 2020

- SP created a separate email address ([hadfiiddash@gmail.com](mailto:hadfiiddash@gmail.com)) for the race for any queries from entrants etc. Will be monitored by SP, and all committee members to have access.
- Entries not open yet, but will likely use Nifty entries - benefit is that every month the entrants money comes through, but need GDH bank account details linked to a stripe account (accounting software), benefit for entrant is that it is easy to use and sign up. Small fee per entrant is taken.

## Christmas do

- Glossop CC haven't got back with alternative dates, but Sat 19th Dec not available.
- Dinting Cricket Club is available - has a bar and kitchen facilities. Price is £120 for standard room hire for 2 bar staff and cleaning, £150 if kitchen hire required, although potentially flexible on that - agreed to pencil in if can negotiate the hire to be £100. Hire is normally 4h slots. Club Awards - will be discussed at a future meeting.

**Action:** SP to message Martin to explore option for hiring from 6pm - 11pm.

## Captains

- JS has spoken to some club members, agree role needs to be defined first, this needs sorting ASAP as getting to stage relays need to be sorted.

- Discussed having specific captains for different disciplines - fell, trail and road rather than having separate mens and womens captains. MB had feedback that some people would feel more comfortable having a male and female captain.
- PS will do a structured proposal for what the captains roles could be and email the committee page with the proposal. Once proposal agreed, will be shared on facebook, via weekly report and on Yahoo email group.

**Website** - Dan Stinton has been updating the pages; AH sends updates re membership page - JP for coached pages. For anything discussed outside of meetings that needs to go on website, whoever raises the point takes ownership for liaising with Dan to put onto the website

### **Coaching**

Charmayne Brierley (CB) has registered for coaching course on 24th March for LiRF. In addition needs to do Child protection course - which is an additional £10. CB will email SK to be reimbursed.

**Welfare officers** - 2 welfare officers identified (one male and one female). LW sent them details of course they need to do. JS will get together with the welfare officers soon. LW to share email from Nick Settle with JS. Welfare officers can set up their own email address on gmail.

**Member queries**- JP to send out a memo to let club know we have "committee pages"

**Opening of Community Running Track** - JP to share a notice with AH for Glossop Parkrun page. There will be 2 spreads in the Glossop Chronicle, an announcement and one after the event - one will be the front page.

**Club champs results collation** - JP says Tim Culshaw is prepared to help out, Alex Critcher happy to collate the results.

**Action:** SP to follow up with AC

**Working group for comms - JP/LW** - ongoing

**3) Membership update** - no further discussion.

**4) Donation for Glossop Junior Parkrun** - JS to ask DE what amount still outstanding that is required for setting up junior parkrun. Agree that GDH will donate between £100 and £200 depending on amount required.

**5) Age Grade Champs (proposal from Steve Crossman)**

- LW summarised the proposal from SC. This will run as a standalone champs. Agreed there are numerous benefits to this - it's free, some of the parkruns are already in the

champs, would probably get more participation, gives younger members an opportunity to be involved as well, options throughout the year - can go back to try and better times

- There was a concern raised of the racing element going in as makes parkrun busier.
- Suggested doing 2 parkruns rather than 3 and include another one from the current Champs races. Majority of committee agree with proposal and happy to trial for 2020, and suggest including Marple, Lyme Park and Hyde.

**Action: LW to ask SC if happy to do calculations , then if agree with proposal will post it on facebook page, send via Yahoo, include it in the club report and post on the website.**

#### **6) ARC insurance and risk assessments**

- JP hasn't spoken to ARC - will follow up.
- JS to check with Darren whether he was picking up on risk assessments, Herod Farm being affiliated with FRA. RO does the risk assessment, but race will have been registered previously back in December. For Hadfield Dash, Sarah Leah applying for race permit and risk assessment has gone with that.

#### **7) Finance update**

- SK has met with Zoe for handover which they are partway through. Discussed where we are at in terms of forecasting, how the club make payments, who the cheque signatories are. Spending on regular things needs to be considered, to ensure that the club do not start to run out of spare cash. Anticipated that the Hadfield dash will bring in about £800 if we get 200 entrants.
- SK to pick up with JS re welfare officers and paying for courses.
- Still some information needed to fully understand finances, SK will reach out to individuals and try and build a picture. Need to know what reserves need to be.
- There is no balance sheet currently and all agreed need to have principles around how we manage club funds
- 2 cheque signatories required and cheque payments only going out; to ensure no delays with payments, currently cheques are pre-signed by one authorised signatory and it sits with someone else so that only one signatory is required when payments needs to be made. Individuals authorised to sign cheques are Zoe Barton, Phil Swan, CHarlie Eaton,, Alison Holt, Becky Ashworth. All agreed need to leave Zoe and Becky on in the short term, but remove Phi Swan and Charlie Eaton, and include John Stephenson and Lucy Wasinski, Steve Knight.

**Action - SK to get treasurer email included on the website.**

- Kit orders - blue/orange buffs - need to find out minimum order for giraffe buffs and how much it will cost.
- Old blue buffs - agree to sell these off for charity. GDH charity for the year will go in the survey - include 4 or 5 options,

**Action - All to email MB with options for charities.**

**8) Member query** - wanted to know where the minutes will be, will be shared again that the minutes will be put on the GDH website (will highlight when minutes next uploaded, via FB, report, and yahoo group)

**9) AOB**

Life membership - JP suggested setting some standards for life membership and what those guiding principles should be; all agreed. To be discussed at future meeting.

JP has met with coaching team. Chris Smith raised the point that the team should be recognisable as those leading out, suggests having a coach or leader recognisable as such. Have a hi vis with words on the back, or some kind of club coloured shirt

**Action: JP to ask Chris to look at options online for getting t shirt or hi vis.**

**JS** - put some information together for document for welcome pack, will share with AH and Pete Tomlin, Janet Dove who have been putting one together

Bureau are selling the minibus so won;t be an option for hiring for events anymore.

**Next meeting - first fortnight of May.**