**Minutes of meeting 14th Jan 2020**

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| **Chair:****John Stephenson (JS)** | **Treasurer:****Steve Knight (SK)** | **Club Secretary:****Lucy Wasinski (LW)** | **Ordinary Members:****Jeroen Peters (JP)****Pete Wallroth (PW)****Steve Page (SP)****Paul Skuse (PS)****Mandy Beames (MB)****Vicki Hamilton (VH)** |

1. **Review & update of tasks we were taking forward from last AGM - inclusion for 2021**

Discussed motions from last year.

**Comms:**

LW presented comms update, all agreed that communications had been improved and consistent approach to share important club information across FB/weekly report/email.

Yahoo email group now ceased to exist and need an alternative for email only members. JP is capturing number of people who use that email as primary method and put the onus on people to tell him they want transferring over to a new system.

**Action: JP to share options for new email group with committee for discussion at future meeting**

 **Survey**:

Not shared yet but nearly finalised questions. Majority agreed that it’s been an exceptional year and other things have taken priority and committee focus shifted earlier in the year to provide other activities for members.

**Action: MB will share questions with committee**

**Constitution:**

Been some back and forth with drafts being circulated. Membership sec role changed mid way through year so gave new secretary option to review and shared feedback. Differences of opinion whether major revamp need or just edits to previous 2019 version. However, there is no record of 2019 constitution being agreed - nothing in minutes from AGM. As such there have been different versions of constitution and this was the cause of ambiguity prior to and at the AGM in 2020.

**Action: JS to share constitution with everyone**

**Action: PW sharing draft new constitution with committee suggestions**

**Financial governance/budget**

**Action: SK to share accounts for the year with committee**

Started to put a budget in place alongside last years view and what it will look like for next years, will circulate for comment

1. **AGM (constitution/club captains/ survey)**

PS confirmed he was stepping down from role as committee member, and as male captain. Discussed the development of club captains roles - agreed to put on agenda and define what is should look like. The one key aspect that is unchanged will be organisation of relays and encouraging racing.

At this stage will invite interested parties.

**Action: JS to prepare information for inclusion on committee post with committee vacancies etc. LW to add captains discussion to AGM agenda**

1. **Agree who is covering what in their reports**

Will summarise good news of activities. JS to update on new posts inc welfare officers and covid officer that highlights club commitment to being compliant with EA recommendations and ensuring welfare of members is a priority.

1. **Voting procedure for AGM inc test run**

Will use a polling app on MS teams, this will be in the “chat” function of the MS teams meeting. It is fully anonymous to all attendees and the organiser of the poll who can just see the overall results but not who voted for what. In interests of transparency a screenshot of results will be kept or a transcript of chat saved. All trialled the poll and had no comments.

Nothing in the constitution about voting in advance, but the committee discussed whether this would be allowed for people who couldn’t attend meeting; agreed that as this has not been offered, we will not do it this year, but it may be an option for the future.

**Action: LW to add to AGM agenda for discussion**

Couple of members noted to committee they wanted longer to consider vacant committee positions. Nothing in constitution about how much notice members should be given and currently they will have 2 weeks. Committee took a vote on delaying the AGM; majority agreed.

**Action: Committee to agree new date and disseminate**

1. **London marathon place update**

Reported back that no updates on club allocations for 2021.

1. **Kit**

All agreed that we should move to online shops like most clubs have. It gives more flexibility for members, and options to buy a variety of kit plus takes away the unnecessary issues of handling cash and getting this to treasurer.

LW had investigated various options in early 2020 so will re-visit this and discuss further at future meetings.

**Action: LW to let SK know how much cash currently have for kit**

1. **Trophies/awards - recipients**

Meeting had already overran significantly so all agreed to discuss via email/facebook group

1. **Agree final agenda for AGM**

**Action: LW to Include actions from meeting and circulate agenda to committee for review**

1. **AOB**
* Herod Farm 2021. Darren Clarke (RO) had raised a query before meeting so was invited to briefly discuss with committee. He sought opinions on starting to organise the race; all agreed it would not be appropriate at this stage in 2021 so agreed the race would not take place at all in 2021, and the next race will hopefully be April 2022.