

## Minutes of meeting 19th Feb 2021

<b>Chair:</b> Alison Holt (AH)	<b>Treasurer:</b> Steve Knight (SK) Absent	<b>Interim Club Secretary:</b> Vicki Hamilton (VH)	<b>Ordinary Members:</b> Jeroen Peters (JP) Zoe Barton (ZB) Guy Riddell (GR) Matt Crompton (MC)
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### 1) Decide next steps for the Survey and the Constitution:

#### Survey:

VH - Survey complete and agreed by 2020 Committee. Great format and a good set of questions.

ZB - Questioned if the purpose of the survey is clear. Also suggest there needs to be clarity on minimum responses required from the survey.

#### Actions:

VH - Share survey with Committee

AH - Decide if Survey subgroup is required (suggestions of Zoe, Ben and Caity)

#### Constitution:

JP - Not discussed as a committee

VH - Used the EA template for feedback on the current 2019 GDH Constitution and PW used Marple Running Club's Constitution as the template with draft circulated to the 2020 committee for review and feedback.

MC - Happy to take this project forward with a subgroup of Rick and Kate.

ZB - Thinks it's important to involve representation from outside of the committee (Rick).

#### Actions:

VH - Circulate PW's draft constitution and VH's document with suggestions

MC - Form subgroup with a view to having a draft ready to share with members prior to an EGM in June/July.

### 2) Draft 'Ground Rules for the Committee' document

AH - Shared the draft document with the committee and with Kate, Ben and Jude who works in Public Health and has previously suggested a similar document of guidance.

ZB - Social media emphasis should be included in the document as ZB firmly believes there is a way to conduct yourself as a committee member on social media.

MC - All big decisions need to be in meetings rather than Messenger and endorses the idea of short, regular lunch meetings.

JP - Reiterated messages can be open to misinterpretation and cited Pete Tomlin's comment about gender deficiency on the new committee which was easily misinterpreted.

AH - Would like to finalise the 'Ground Rules for the Committee' document first with a view to putting one together for the club members at a later date.

**Action:**

All - feedback on document to AH

AH - to collate feedback from Kate, Ben and Jude.

### 3) AOB:

JP - Need to define what easy decisions can be done through messenger and what requires a meeting

AH - Document will cover the best use of Messenger guidelines.

MC - Comms will need to be discussed at the next meeting

ZB - Need to speak to Steve Knight regarding Account Signatories as AH and ZB are still signatories. ZB still receives statements and passes to SK.

VH - On-line banking would be beneficial and help to be more efficient with the reconciliation of membership payments.

VH - 2021 Committee members added to FB and removed 2020 members except Lucy who has some work to do. VH asked if AH wanted all Committee Members to have access as admins in light of the 'scattergun' comments. AH to Consider

VH - With 2 minutes to go - shared issue with Club Champs and the need to identify someone to take this over and proposed GR with seconds to spare.

**Actions:**

VH to get information from Greg and pass to GR

GR - To manage the Virtual Champs project for the Committee

### 4) Date of Next Meeting

Friday 26th February - time tbc