

## Minutes of meeting 05 March 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) Pete Davis (PD)
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### 1) Apologies:

Received from ZB, PD and GR

### 2) Minutes from 26th February:

The minutes were agreed. VH to ask DS to publish.

### 3) Update on Actions:

- MC - Constitution - RG is a consultant for social groups and Voluntary organisations with relevant experience of helping to draft constitutions. MC and RG discussed what type of club we should be as Committee members can be liable in an unincorporated club (eg tax etc) and it is also easier to claim grants if we are not an unincorporated club. MC believes we should remain unincorporated and consider applying for charity status. SK - will look into the tax liability but has already looked at requirements around accounts and has noticed a lot of sports clubs opt for the unincorporated approach. MC - EA state unincorporated is the normal approach but we can then apply for charity status.

**Actions: SK to look into the tax element of this**

**Actions: MC to present pros and cons next week**

- ZB - Survey - work ongoing.
- AH - Terms of Reference - Confidentiality will be included in the ground rules document under 'C' in the acronym.
- PD - pass documentation to KB from Tri Club - tbc
- JP - Others to input ideas to Jeroen regarding funded coaching eligibility.
- JP - Statement for coaching sessions forwarded to VH and circulated.

### 4) Ground Rules and Behaviours:

AH - Feedback received from committee members who are happy with the document. Nothing is set in stone and AH envisages the document will evolve. JP questioned if it should be in Terms of Reference. All agreed it was an internal

document for the committee with no need to include in the Constitution. Committee members to hold each other accountable.

**5) Coaching eligibility discussion and agree next steps:**

VH - wasn't able to contribute at the last meeting as we ran out of time but believes if members are able to access the funded training there should be some sort of agreement in place that they commit to giving back something to the members on the back of their funded coaching.

AH - agreed it should be part of the eligibility criteria and should be stated as an expectation.

JP - not discussed with Charmayne yet as the committee needs to decide on the eligibility criteria. Needs suggestions from the committee so he is able to draft the document.

MC - asked for clarification on costs of coaching, which were confirmed as £150 per person

SK - suggested agreeing an upper limit of where we want to get to in terms of numbers of coaches in the club as funding is not unlimited.

**Action: JP to draft document and share with committee for further input. EA have not yet started training so this isn't urgent.**

**6) Club Champ Coordination:**

VH - Greg has transferred data to Ian and Pete and VH has been in touch to ask for GR, as Committee Liaison to be part of the process and kept up to date on all Champs announcements.

AH - PW included information about prizes for Club Champs asked if anything agreed in previous committee meetings.

SK - No specifics agreed but there is a provision for around £200 for this.

JP - asked if Virtual Club Champs should be for the whole year if there is the possibility of getting out racing again

MC - Lots of appetite for Virtual Champs and should be embraced for this year.

**Action: VH to confirm £200 available for prizes to Ian, Pete and cc Guy.**

**7) Welfare Matters – Safeguarding Officer, Mental Health Ambassador Roles and Welfare Policy:**

AH - useful checklist on EA and Chair and Club Sec should review certain responsibilities with Welfare Officers. BR and KB have not written a Welfare Policy yet so AH has asked them to complete this as a priority. Other roles available, which KB has indicated an interest in.

VH - would like to see new job roles offered to all members to ensure inclusivity and suggested a discussion to consider documenting any issues raised whilst maintaining confidentiality.

JP - EA training for Welfare Officers and would be a great start to help formulate a Welfare Policy

AH - Checklist includes the training that should be attended as part of the Welfare Officer role. AH also agreed Welfare Policy should outline how matters are logged, escalated and reported.

Action: AH and VH to sit down with KB and BR to review checklist for their roles  
Action: Two new roles should be offered to members and ideally ring fenced for interested parties with some experience of mental health. AH to check with KB and BR first.

**8) Interim Comms Protocol (inc FB) – approve & agree circulation:**

AH - would like to share with members - suggested sharing Committee Announcements, Announcements on Facebook and bi-weekly reports as part of the interim Comms Protocol document. VH suggested asking other members to review by Monday so it can be finalised and circulated as one document?

Action: AH to ask for final comments from committee next week.

**9) Date of Next Meeting:**

Friday 12 March