

# Lingfield Running Club Committee minutes

**Date:** 13 March 2018, 8.20pm

**Location:** Victoria Sports and Social Club

**Attendees:** Lisa Compton (LC), Wendy Smith (WS), Guy Wates (GW), Dave Nottidge (DN) and Graeme Bennett (GB).

**Apologies:** Cathy Samuel (CS).

- |   | <b>Action</b> |
|---|---------------|
| 1. <u>Minutes of meeting on 16 January 2018</u>   |               |
| a. Amend date of AGM to read Tuesday 24 <sup>th</sup> April 2018  |               |
| b. Otherwise agreed.  |               |
| 2. <u>Matters arising</u>   |               |
| a. Logos – GB working on and off.   | GB            |
| b. Risk assessments – DN to work on a generic club risk assessment after Lingfield race version done.   | DN            |
| c. Club handbook – GB and LC have circulated a draft. Agreed to seek members' ideas on improvements/omissions via Newsletter. GB to contact editor.   | GB            |
| d. Vacant Committee positions – CS doing ad for Newsletter this week, and to add the club vest 'manager' role. Lisa and Dave to approach potential nominees next week.                                  | GB            |
| e. President role – GB contacted Dave Wilkes, who is happy with motion for AGM which will allow him to explain his concerns re marathon ballot rules.   |               |
| f. Post Xmas social – seemed to go well, with 67 attendees, but loss of £270. Some people said that we need a change next year but we need to make sure we give plenty of time to evaluate suggestions. | All           |
| 3. <u>Treasurer's report</u>  |               |
| a. £6,500 in account.   |               |
| b. We have now paid Jayne Webb for Christmas handicap prizes. .   |               |
| c. Budget for 2018/19. GW agreed GB's figures for likely expenditure in 2018/19 but noted we had a cost of £450 for social events in 17/18, up from £200 in 16/17.                                      |               |
| d. With extra costs of coaching and first aid courses, website upgrades, we need to prepare members for a fees increase in 2019/20 when we can demonstrate what extra benefits we are giving members.   | GW            |
| 4. <u>Lingfield 10s update</u>  |               |

- a. Thursday meeting of sub-committee considering new 10m route to reduce tarmac (route map circulated). This should enable us to get TRA race permit. We may have to abandon 10k race this year, if no flexibility in TRA rules as it would still be 45% tarmac. DN
- b. Noted that race marshalls have no authority to stop traffic, only runners. New route has three road crossings, though Moor Lane likely to be busiest.
- c. DN said the sub-committee had enough members/capacity. Committee assured DN that they would offer whatever support they could to make the event a success.
5. Club website update
- a. GB met Tim, Simon and Dave W last week for discussion of options and costs.
- b. Committee agreed that website adopts hart Road Runners 'premium' theme at approx. cost of £110. Tim and Simon will then fine tune the design to make sure everything is in right place. GB to contact Tim re proceeding. GB
- c. Once this is set up, Committee will then consider purchase of online payments module (approx £250) for installation during 2018. Contrary to advice at last meeting, Tim says there will be no increase in £10pm cost of web-hosting, which he considers a good price.
- d. Tim and Simon will be considering how we can redesign the website structure and train more members to update specific pages.
6. Club vest sales
- a. Mark giving up this role at end of March. CS to include in her Newsletter advert this week. GB will take over temporarily if no immediate response. GB
7. Club subs payments for 2018/19
- a. Agenda report explained the pros and cons of invoicing via EA payzip method, compared with just requesting BACS payments.
- b. WS to contact EA tomorrow to see if there are any changes planned in how the online payments system will work in April, and advise Committee by email. WS
8. Agenda for Annual General Meeting
- a. Agenda approved per report.
- b. DN to create FaceBook event and ask Dave Chase to 'pin' it to top of FB page. DN
- c. Committee to send GB their proposed annual reports for AGM by 17<sup>th</sup> April. All
9. Any other business
- a. Couch to 5k programme
- i. LC and other coaches organising this over ten weeks starting in May.

- ii. LC outlined the charges which other local clubs make for their programmes. Committee agreed a charge this year of £20 which would include one year club membership. LC
- iii. LC hopes that the coaches will also be able to organise a programme which helps them from 5k onto longer distances after July, as this is a stage where we find many people drop out..

b. Pre London pasta party

- i. CS has provisionally booked main hall for 19 April.
- ii. Committee agreed charge of £10pp. Gb to advise CS. GB
- iii. There was a discussion about whether we could combine the pasta party and AGM (five days later) but were unable to come up with a scheme which suited both requirements. Perhaps next year?

10. Next meetings:

- AGM – Tuesday 24 April 2018, 8.15pm
- Committee meeting – to be arranged when new Committee known

Postscript

*Future agenda items; could you please email GB with suggestions for future agenda items, ideally seven days before the meeting.*

*It would also be helpful to look ahead to plan future agenda where we know that we have to make decisions by a certain date eg October for Grand Prix 2019. Perhaps all Committee could think about this before next meeting.*