

Lingfield Running Club Committee minutes

Date: Tuesday 5th June 2018

Location: Victoria Sports and Social Club

Attendees: Simon Mills (SM), Guy Wates (GW), Nicky Pumford (NP), Dave Nottidge (DN), Lisa Compton (LC) and Graeme Bennett (GB).

Apologies: Sue Garner (SG)

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| 1. Minutes of meeting on 13 March 2018 | |
| a. Agreed. | |
| 2. <u>Matters arising</u> | |
| a. Logos – GB working on and off. Has placed a symbolic one in handbook and membership forms but not an official one. Any ideas welcome. | GB |
| b. Risk assessments – DN to work on a generic club risk assessment after Lingfield race out of the way. | DN |
| c. Club handbook – members were consulted and handbook now on website and club noticeboard, with link in new membership form. | |
| d. Vacant Committee positions – core positions filled. Social Secretary remains vacant, with members organising occasional things, e.g. Richard's Tammy's Thai meal this week. | |
| e. Lingfield 10s update – trail race permit obtained. Well done, Dave. Posters sited around the area. Currently aiming for about 120 entrants. | |
| f. Club website – GB has coordinated feedback from all committee and previous members. SM and GB to meet Tim to go through and agree next steps. Please send any further comments on GB's paper as soon as possible please. | GB
All |
| In meantime, SM to update current website with Lingfield 10s corrections. | SM |
| g. Club vests – Liz Webster has taken over this role enthusiastically. Committee agreed the red-sleeved T-shirt design looked best and GB to advise Liz, but also to clarify they were not race vests. | GB |
| h. Club subs payments for 2018/19 – many still not paid. NP to do newsletter item saying members will drop off after 30 June. | NP |
| i. C25k – has done incredibly well, although the admin work was difficult. Just one lady still to complete her application form. LC to advise she can't continue unless she does so. | LC |
| 3. <u>AGM minutes – matters arising</u> | |

- a. AGM not quorate – agreed we do not need an extraordinary general meeting to consider proposed changes to constitution. Next year's AGM should be tied to trophy awards ceremony and this should increase attendance.
- b. Marathon ballot rules – agreed no changes necessary in view of support from those at AGM.

4. Treasurer's report

- a. Account has £9,245.73 (some outstanding bills due).
- b. Note Guy's email address is gw@guywatescom. GB to check this is where treasurer@ emails are forwarded. GB

5. Website and Facebook privacy

- a. Committee agreed that there was no need for the Committee and Latest results pages to be password protected. SM to remove protection. SM
- b. Facebook page – SM to contact Dave Chase who has not responded to queries about why this is a closed group, and whether he could share the admin role with others. To review when this known. SM

Many other clubs have open FB pages as part of promoting the club, and we may consider this once we've got the new website sorted.

6. The C25k programme

- a. Has brought in 51 new members and £1,035 of income. Committee agreed that LC proceed with Run Leaders suggestions that we spend some of this income on;
 - i. t-shirts which identify the Run Leaders and Coaches
 - ii. t-shirts for the new members saying 'LRC C25k runner' on them
 - iii. Provide medals/certificates to the C25k runners when they complete their first 5k.
 LC to confirm costs then seek agreement to proceed via email. LC
- b. Committee discussed ways of attracting men as well as women, and suggested the links with Notre Dame, and the community Centre could be used.
- c. The later suggestion to buy a defibrillator should be brought to future meeting in view of higher cost involved and previous decision not to purchase. GB to put on future agenda. GB

7. Library display

- a. GB asked for suggestions for the August display. Ideas included pictures from Lingfield 10s and C25k completion runs, members' feedback on how they went and short story of one member's experience, membership forms. GB to contact committee in July to get material. GB

- b. Suggested we could change the display through the month if we had a lot to cover. SM offered to help GB if nec. GB/SM

8. East Grinstead parkrun - date for takeover

- a. DN agreed to act as Run Director for the takeover which was agreed as 21 July. He will do article for newsletter and seek volunteers from within club.

9. Diary of events/Committee workplan

- a. Committee agreed plan, but to report on C25k in August and Improvers' sessions in October. GB
- b. DN suggested we may want to review the club objectives, which GB has added to front of agenda as a reminder to guide our decision-making. This would be appropriate when we look at the constitution each year.

10. GDPR update

- a. GB reported he had received 75% responses. He is sending two requests to members when they pay their subs, but nothing further after that.
- b. EA published detailed guidance and a big spreadsheet the day before GDPR went live. GB working through this now! We logged our first incident this week (does not require referral to ICO) and Committee members are reminded to take great care when sending documents by email. All

11. Any other business

- a. Coaching courses – GB to advise Scott he can apply for CIRF course in autumn when he's ready. And draft newsletter item inviting other members to express an interest in doing the Leadership in Running Fitness course. GB
- b. Lingfield 10s publicity – one horse rider had suggested to GB that the club notify local people via the Lingfield and Dormansland Community Group FB page. DN to check whether we already do that either to warn them or as publicity for the races.

Committee also suggested that the Community Centre may be useful for publicity.

12. Next meetings:

- Committee meeting - Tuesday, 7 August 2018, 8.20pm
- Committee meeting - Tuesday, 2 October 2018, 8.20pm

Postscript

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