



**Wymondham Athletic Club
Minutes of Committee Meeting
Held on Tuesday 5 March 2019
At Andrew's House**

Present: Andrew Lane - Chairman, Cindy Burgess - Secretary, Tony Beales, Tracey Salisbury, Katie Whitmore, Rob Winner, Gavin Hall, Tracy Stevens, Steve Ely, Mark Banfield

1. Apologies for Absence

Apologies for absence were received from David Hazleton.

2. Minutes of the Last Meeting

The Minutes of the meeting held on 22 January 2019 were approved.

3. Matters Arising not covered in the Agenda

The Action Points register was updated as follows:

AP170: Siting of Container. South Norfolk Council (SNC) were trying to reduce the number of containers at Kett's Park, so it may not be possible to site ours there. However, the old Rugby Club site was not being developed as yet, which gave us time to look for alternative arrangements.

AP173: Storage cupboard at Kett's Park. Katie reported that Rob from the Leisure Centre was going to help to find a space for our cupboard.

AP 174 Signage: Katie had received permission from SNC to erect a sign at Kett's Park. However, we had to use their chosen provider, Fatstickman. The cost would be £275 + VAT. The Committee agreed to this proposal. Katie to take this forward.

The problems with car parking at Kett's Park was then discussed. Andrew reported that SNC were due to start improvements at the end of the month adding 35 spaces on the overflow car park and also making improvements to the original car park. In addition, the numbers of cars parked would drop once the football season was over. Andrew to mention the improvements at Club night. It was noted that bike racks were available and that there was space in the disabled area which we could use.

AP182: Winter time trial female winner situation was discussed and agreed.

AP188: Biodegradable cups for races. Andrew explained that we would be using up the existing stock of plastic cups at the 20 mile race, but biodegradable ones would be obtained for the NYD 10k.

AP191: EACCL. Tony explained that owing to problems with continuity at the UEA it had been proposed to remove that event from the league and have an alternative course and host.



However, Tony had since spoken to Jude about using the old UEA course down by the river. This could be hosted by us or co-hosted with another club. But no decision would be taken until September

AP192: Mats to use for stretching session at Kett's Park. The question was raised of where we would store these. Andrew thought it might be possible to share space in one of the existing containers there. Alternatively, Katie knew of places in town where storage space could be rented.

AP194: Norfolk Winter XC League: Andrew had brought it up at an ANNRC Meeting and it had been well received. Richard Polley to introduce Andrew to Clive Poyner, Chair of Athletics Norfolk. The idea was to pilot 4 races a year, using existing courses and hosted by local clubs already organising XC in Norfolk. Originally intended to hold them on a Saturday afternoon but some could be on Sundays. Other clubs were interested and Andrew was helping to organise as an individual, rather than committing WAC to organising.

The following Action Points were closed: AP164, AP180, AP181. AP182, AP183, AP184, AP192, AP193.

Action Points:

- **Katie to take forward the proposal for a WAC sign at Kett's Park**
- **Andrew to mention the proposed improvements with car parking at Club night.**

4. Club Race Updates

WAC 20 Miler

Andrew reported that the 20 mile race had sold out. Twenty runners had transferred places so far. Katie confirmed that we now had enough volunteers to help on the day. Our chosen charity for the year, Finnbar's Force, were manning a water station and Norfolk Road Runners were manning another. Money raised for the teas and cakes would be given to our charity Finnbar's Force.

Ed Burton Summer Time Trial

It was agreed to discuss dates for the Ed Burton series at the next Committee Meeting in April.

Action Point: Agenda the Summer Time Trial for discussion in April.

5. Finance and Membership Update

Finance:

Rob had produced a forward projection on reserves to the end of the financial year. It appeared at the moment that we would finish the year with cumulative reserves of £22,500 despite our best efforts to spend it. There were various reasons for this, including the rent for Kett's Park being cheaper than anticipated and also selling out both our races.



Last year we finished the year with a surplus of around £22,500 and it looked likely to be very similar this year. Rob asked the Committee to submit any outstanding expenses claims before 31 March. We would include the cost of the buffs in this year.

Action Point: Committee members to submit any outstanding expenses claims before the end of March.

Membership:

Gavin had sent out a list of inactive members, suggesting we could chase them up to understand why they were inactive, rather than let them fade away. He commented that last year we had lost 40 or 50 members. Tracy reported that we had around 200 paid up members but 262 according to the England Athletics database. Tracey said there were 213 on the Newsletter database.

The Committee discussed the list and there were reasons why a number of the members may have been inactive so far this year. Andrew thanked Gavin for producing the list and asked that he provide updates so that we could keep an eye on the situation.

Tracy confirmed that the Club affiliation fee to England Athletics was going up to £150 she would pass the invoice over to Rob.

6. Awards Night Celebrations 2019

Cindy said that we would need a photographer on the night and asked if Katie's husband Keith might be willing to take some photos. We would, of course, be prepared to pay him. Katie agreed to ask him.

Tracy confirmed that all the Awards were ready and had been inscribed. Cindy said that there would be a table for the Awards plus a spare tablecloth to cover them up.

The Committee agreed to provide everyone with a welcome drink.

As the room was at near capacity with 117 people attending, there might not be room for a screen and projector for the traditional slideshow. Barnham Broom had suggested using a TV screen instead and it could be better positioned in the bar area. The Committee agreed they would be happy with that arrangement if it proved necessary.

90 members had voted for the Awards this year, which was the largest number ever.

Rob asked if any help would be required beforehand. Cindy confirmed that it would only a case of setting up the slideshow and arranging the Awards. Cindy and Tracy to liaise re setting out the Awards table.

Action Point: Cindy and Tracy to liaise re setting out the Awards table.



7. Subscriptions 2019/20

The England Athletics affiliation fee for runners would remain at £15 and the Committee agreed to keep our subscription at £20, making a total of £35 the same as last year. Rob suggested that the half year price, logically, should be £25. It was also pointed out that runners who transferred from another club had already paid their EA fee and their subscription should be adjusted accordingly. Andrew suggested we discuss these issues nearer October.

Andrew said he would prepare the new form and announce at Club next week. It was decided that those renewing before 1 May would be given a free WAC buff. Andrew would take charge of distribution of the buffs. Tracy would issue a weekly list of those who had paid and copy to Rob, Andrew and Tracey (for the Newsletter).

Having a cut off time for renewing membership was discussed, England Athletics' cut off was 30 June. However, Andrew thought a cut off date was probably unnecessary.

Action Points:

- **Andrew to prepare new membership/renewal form and announce at Club night including the buff incentive for early renewal.**
- **Tracy to prepare weekly lists of those who had paid and forward to Rob, Andrew and Tracey.**

8. AGM 20 May and Committee 2019/20

Committee 2019/20

The make up of the new Committee for 2019/20 was discussed.

AGM 20 May 2019

As several members of the Committee were unable to attend on 20 May, it was agreed to change the date to 13 May. There were chairs and tables available at Kett's Park and the Committee would arrange to get there early to set up.

9. Round Norfolk Relay: 14-15 September 2019

Entries were not yet open for the RNR but Andrew informed the Committee that we would probably put in entries for three teams, but it was likely we would only get two. We were lucky last year to have got a third place but these were allocated on a waiting list basis. Entries would open in April and we would should ask Karl to get involved and probably put in our two best teams. But this was all still open for discussion and should be discussed again at the April meeting. Tracy would find out dates of priority entry.

Green Belt Relay: Andrew confirmed that he had received some interest and that we had around half a team at the moment. He would remind club members, but if he didn't get enough interest he would make it a joint WAC/Gazelles or even all Norfolk team. He will make sure to send a reminder round to our Club first.



Action Points:

- **Agenda RNR for April Meeting.**
- **Andrew to remind members about the Green Belt Relay.**

10. Ekiden Relay - 14 July

In the March Newsletter Karl had launched an initiative on target races focusing on 5ks and relays, so this could be one of the target races. It was not open as yet but Andrew would watch the website in order not to miss it this year. Gavin did say that he had seen some adverse comments on their website saying they may not put it on if they can't get more help.

We would use Club funds for a coach. The possibility of also using Club funds to purchase a branded gazebo was discussed and most Committee members thought it was a good idea. Steve agreed to ask his contacts at Road Runners and Tri-Anglia where they obtained theirs. He was aware that Epic Orange (crop top and buffs supplier) supplied them. Tracy said that Frontrunner also supplied them and she had a got a catalogue.

Tony said that following on from the success of Parliament Hills this year, he wondered if we should raise a team to go to the Nationals next year. The Committee agreed this suggestion and also agreed to pay for transport.

Action Point: Steve to source a branded gazebo.

11. Safeguarding Update

Rob said he had not received an invoice yet for the £30 fee to join Safer Norfolk.

Mark reported that the Policy he submitted had now been approved by Safer Norfolk. It was confirmed that we didn't have a Grievance and Disciplinary procedure or an Allegations against Staff procedure so Mark would adapt examples he had from other clubs. We would also need a coaches and volunteers self-declaration form. There was a "best practise" requirement for safeguarding training, in theory, for all coaches and volunteers. Safer Norfolk can run a course at £12.50 per person with a minimum spend of £185, although we were allowed two free training places. After some discussion, it was agreed not to train all coaches but just use the two free places

Mark said that Karl had agreed to be Mark's deputy for safeguarding. He would also need access to a locked cabinet if there was nowhere at Kett's Park to site it he could keep it at home. Mark stated that information on how to access the safeguarding policy should be displayed and asked if we could have a noticeboard at Kett's Park. Katie said she would check.

Mark to write a piece for the April Newsletter about 16-18 year olds safeguarding with links to the policy on our website.

Action Points:

- **Katie to check whether it was possible to have a noticeboard at Kett's Park.**
- **Mark to write a piece for the April Newsletter about 16-18 year olds safeguarding.**



12. Club Kit

Steve reported that he had orders for the ladies' crop tops and wondered how many extras to buy to keep in stock. We were charging £23 each which included a small subsidy. The current orders were for one extra small, six smalls and one medium. Ten is the first price break. It was agreed to order four extras for stock, one extra small, two smalls and one medium.

Bobble hats had been sourced by member Sophie McLaren, there was a 15 week lead time. It was agreed to order them for arrival in September. The cost was £13 + VAT each with a minimum order of 50. Steve would email Sophie to say how everyone was pleased with the design.

Steve said that Epic also supply running jackets and he might also look into long sleeved tops with hi-viz, but this would be for later in the year.

It was noted that members of the Advanced group were still not happy with the current vests, having problems with the thickness of the material and the fit, with one member saying we needed a more up to date vest.

It was difficult to change the actual design as new rules stated that all members had to run in the same design vest, so everyone would have to change at once. We were also holding about 100 vests in stock. Tracy was holding the stock and would let the Committee know how many of each size were left.

It was agreed that we should look at changing supplier to get better materials and fit once we have got rid of current stock. Changing design, however, was thought to be too problematic.

Steve would carry on with his research into other materials and better fit with new suppliers.

Steve would respond to the Advanced group with the above information and Tony would speak to the main member concerned to explain the situation.

The Committee thanked Steve for all the work he had done in sourcing our new kit.

Action Points:

Steve to:

- **Order crop tops plus 4 extras for stock.**
- **Order bobble hats for delivery in September.**
- **Email thanks to Sophie for sourcing and design of bobble hats.**
- **Respond to advanced group re new running vests.**
- **Continue research into new running vests.**

- **Tracy to let Committee know how many of each size of vest were left.**
- **Tony to explain to the person concerned of the reasons for the Committee's decisions on new vests.**



13. Any Other Business

13.1 Kett's Park Activity Timetable. Katie reported that South Norfolk were compiling a Kett's Park activity timetable which would include all groups using the park. This would be displayed on their website and paper copies made available at the Leisure Centre and at Kett's Park. Katie asked what contact details they should use and it was agreed this should be the secretary@wyndhamac.org.uk email address.

13.2 Biscuits. Tracey asked if there should be a rota for buying biscuits. Cindy to add a column to the "Meet and Greet" rota for biscuits.

13.3 Additional group: Steve said that a member had mentioned having an additional running group paced between intermediates and advanced. This was really an issue for Kim and the Coaches to discuss but the committee felt it was unlikely to be possible, because of limitations on coaching resources.

13.4 Tracey raised the issue of people dropping down for a recovery run which affects the dynamic of the group. She felt there should be a rule that they don't run at the front of the group. It was agreed that the group coach/leader should tell them not to run in front. If they choose to do a recovery run they need to run with others of similar abilities.

13.5 Club Reserves. Katie asked if the Club could offer anything above and beyond running coaching eg strength or core strength training and injury prevention. The Committee thought it would be a good idea to do a day's coaching and include nutrition. Katie would do some more research and talk to Karl about it. Tracy said that there had been a talk on athletes and veganism at the Vegetarian restaurant in Trowse. Steve said he had contact details for the owner of the restaurant and would pass them on to Katie. The day would be free for members.

Action Points:

- **Cindy to add biscuits to the rota.**
- **Katie to research into ideas for a free training day.**
- **Steve to pass contact details for vegetarian restaurant owner to Katie.**

Next Meeting.

The next meeting would be held on 30 April at The Feathers. As Andrew was unavailable Tony would stand in as Chairman.

Meeting finished at 9.48 pm