



**Wymondham Athletic Club
Minutes of Committee Meeting
Held on Tuesday 30 April 2019
At The Feathers**

Present: Tony Beales (Acting Chair), Cindy Burgess - Secretary, Tracey Salisbury, Katie Whitmore, Mark Banfield

Following problems with The Feathers being double booked, the meeting started at the later time of 7:50.

1. Apologies for Absence

Apologies for absence were received from Andrew Lane, David Hazleton, Rob Winner, Steve Ely, Gavin Hall and Tracey Stevens.

2. Minutes of the Last Meeting

The Minutes of the meeting held on 5 March 2019 were approved.

3. Matters Arising not covered in the Agenda

The Action Log was updated as follows

AP56: Katie had received the risk assessment from Ketts Park. She would continue to work on this with David.

AP170: Katie reported that Mark Heazle had told her that we can't site our container at Ketts Park. He had suggested there was a possibility of sharing one of the existing containers. However, Katie thought they were all full. She was looking at alternatives. *(Subsequent to the meeting Katie was told that we could site our container at Kett's Park on a temporary basis, although it would have to be painted.)*

AP173: We have now been given one shelf for storage at Kett's Park, which is probably enough for our needs for now.

AP191: EACCL. Tony had received an email from Jude. As Fritton Lake was now closed, and there was also a question mark hanging over the UEA site, she is asking if anyone else has a venue. Tony thought Brandon a possibility. Nothing will be decided before September however.

AP201: A record number of membership renewals had been received before the end of April this year. It was thought this was partly due to the fact that we now have more members and also the free buff offer had helped. It was suggested we should look into having the option of emailing forms to Tracy in future

AP203: Two teams had been entered for the RNR and it was thought that would be all we could get this year.



AP206: Kett's Park had said no to our request for a noticeboard. Katie had done some research into a foldable noticeboard. It was noted, however, that we did have one at one time. Katie agreed to check if it is in the container.

AP213: Tracy had informed the Committee how many vests we had in stock. It had been agreed that we should carry on selling the old stock before bringing in new vests. Mark felt that those who had recently bought the old style might complain if we then get new ones. It was agreed to discuss this at the next meeting. Cindy to put on the agenda.

AP215. Cindy was pleased to announce that there was no need for a biscuit rota as Rob had kindly offered to take the role over permanently.

AP216: Free training day. Karl had sent Katie some ideas and they intended to meet up to discuss. Karl was in contact with the owner of the vegetarian restaurant in Trowse about speaking on diet and nutrition for vegetarian runners.

The following action points were closed: AP165, AP166, AP167, AP173, AP174, AP190, AP194, AP196, AP197, AP198, AP199, AP200, AP201, AP203, AP204, AP205, AP206, AP207, AP208, AP209, AP210, AP211, AP213, AP214, AP215, AP217.

Action Points.

- **Consider adding email address to membership form.**
- **Katie to check container for noticeboard.**
- **Agenda new vests for discussion.**

4. Club Race Updates

WAC 20 Miler

Katie reported on the race in Andrew's absence. The report from the adjudicator was largely positive. The only issue being that one incident with a racer being covered in slurry from a lorry had been noted. General feedback from runners had been good. Katie reported that as the medals did not have the year on them they could be re-used for future races with just the addition of new ribbons.

5. Finance and Membership Update

Finance

Rob had sent draft accounts to the Committee and had now confirmed that the auditor had signed them off with no alterations. A vote of thanks to Rob was recorded for his work in producing such accurate accounts in good time.

Membership

Tracey reported that she had registered 19 new members onto the database in the last two months.



Katie said that Kett's Park were producing a timetable of what's on and had asked if we wanted to be included. She had replied that we would now check if the timetable had yet been produced.

Action Point: Katie to check if Kett's Park Timetable had been produced.

6. AGM 13 May 2019 including Charity of the Year

Arrangements were in progress and the calling notice and most of the papers had been sent out. The remaining papers would be sent out with a reminder about the AGM shortly. The following were standing down from the Committee, David Hazleton, Gavin Hall and Tracy Stevens. Andrew Lane was standing down from position of Chair but remaining on the Committee. Tony Beales had agreed to be put forward for new Chair and Katie Whitmore for Vice-Chair. New member nominations had been received from: David Roy, Michelle Barker, Tony Gentry and Richard Morris.

With three standing down and four nominations, this would make a total of 12 people on the 2019 Committee. This was discussed and it was thought that 12 was probably the maximum number desirable.

Katie would check with Kett's Park about setting up chairs or whether we should do that.

Charity nominations had been received for Finnbar's Force and East Anglia Children's Hospice. Cindy would prepare voting slips and bring the ballot box to the AGM. Voting slips would also go out with the AGM reminder notice.

The AGM would be led by the Chair other Committee members required to attend if possible.

Action Point: Katie to check up on placing of chairs for AGM.

7. Feedback from Coach's meeting

Those who had attended the meeting reported as follows:

7.1 Safety issues were discussed following a recent incident reported on social media of a near miss when someone was running in the road. Coaches should tell runners to run safely and ask them to listen to instructions.

7.2 Group numbers were discussed. All groups, apart from the Intermediate group were running with numbers well over 20. Kim would try to ensure there were 2 or 3 coaches with all the big groups. Intermediates was a smaller group and there was a need to ensure people move up from the Progression group. Kevin had run down in the Progression group and picked out those he thought could move up at one point, which had helped.

7.3 Tony asked if more new coaches were needed, Tony Gentry had recently joined the team and it was possible that George Williams might be persuaded to become a LiRF.



7.4 Tracey commented that with her group, if she was not going to be there her people tend not to come. It was suggested that she tell them to come along and run together. She should not feel pressured to always have to be there. There was a need to identify some back up.

Note: Fortuitously Sharon Wray was in the pub at the time and she confirmed that she would be willing to take the group when Tracey was unable to attend. She would, however, need to check that her coaching licence and DAB was up to date.

7.5 All coach's doing First Aid Course. Mark questioned if there was a register of everyone who was First Aid qualified. No-one had any knowledge of such a list but it was felt it would be a good idea to compile one.

Action Point: Compile a list of all qualified first aiders.

8. Summer Time Trial

Tony proposed 3 June, 1 July and 29 July for the dates of the time trial and the Committee agreed. Katie to let Kett's Park know that we would not need those dates.

Discussion of who would organise them would be done by Whatsapp as there were so few Committee members present at the meeting. It was thought that Martin and Karl would probably be willing to set the course up.

Tracey to put the dates in the Newsletter and request volunteer marshalls as well, noting that if they marshall they get 5 points.

Mark suggested that, to cut down on missing training sessions, the number of races in the time trials (summer and winter) should be cut down. It was agreed that this should be discussed at a future meeting as a possibility for next year.

There was a discussion about having a club competition night at the track. Katie would ask if a track could be set out at Kett's Park for the summer. Agreed to discuss at next meeting.

Action Points:

- **Let Ketts Park know we wont need the hall for time trial days. KW**
- **Put dates in the Newsletter and ask for volunteers to marshall.**
- **Agenda discussion of the format for time trials at a future meeting.**
- **Talk to Mark Heasle about setting out a track on Kett's Park in the summer. KW**
- **Discuss competition night at next meeting.**

9. Safeguarding

Mark thanked the coaches who had handed their forms in. There were three outstanding, He had chased two and had one left to chase once he had their contact details.

Parental consent / code of conduct forms had gone out to the under 18s in the club and Mark hoped to have these back soon.



There had been no reaction to Mark's piece in the Newsletter, so it seemed everyone was happy with the arrangements for under 18s joining the club.

Mark confirmed that no incidents had been reported.

With the Safer Norfolk Group, we were allowed two places every three years for safeguarding training. Karl and Mark would be doing the training.

Mark confirmed that we were not advertising or pushing for under 18s, but the opportunity was there if anyone enquires.

10. Club Kit

The club gazebo and new flags had been ordered and they should arrive before the Alex Moore relay. The crop tops had arrived. Steve was looking into hi-viz and long sleeve tops, jackets and bobble hats for the winter.

11. Annual BBQ

A venue for the annual BBQ was discussed. Katie said that Kett's Park should be able to host it. She would talk to them to find out availability. Tony would talk to Tony Perkins when a date had been confirmed. The Committee agreed that the last two weeks in August on a Thursday Night. (22/29) would be the best dates. An activity for the night would be discussed at the next Committee meeting with the new Committee. Katie had some ideas to bring for discussion.

Action Points:

- **Check availability for the BBQ at Kett's Park in late August. KW**
- **Arrange BBQ with Tony Perkins when date is confirmed. TB**

12. Future Meeting Dates

It was agreed to set one meeting after the AGM and then agree future dates with the new committee. It was decided to meet on 4 June at The Feathers. Tony would book it.

13. Any Other Business

13.1 Andrew had forwarded on a request for funding for the Alex Moore Relay received from Karl. The cost was £30 per team and it was thought we had around 10 teams entered. After some discussion it was agreed that this was something we should fund.

Meeting finished at 9.16

Next Meeting 4 June 7.30 at The Feathers.