



**Wymondham Athletic Club  
Minutes of Committee Meeting  
Held on Tuesday 4 June 2019  
At The Feathers**

**Present:** Tony Beales (Chair), Cindy Burgess - Secretary, Tracey Salisbury, Katie Whitmore, Mark Banfield, Andrew Lane, Richard Morris, Michelle Barker, Rob Winner, Steve Ely, Tony Gentry

**1. Apologies for Absence**

Apologies for absence were received from David Roy.

Tony B welcomed new members Tony Gentry, Michelle Barker and Richard Morris to the Committee.

**2. Minutes of the Last Meeting**

The Minutes of the meeting held on 30 April 2019 were approved.

**3. Matters Arising not covered by the Agenda**

3.1 Andrew informed the meeting that, with immediate effect, Katie would take over as Race Director although Andrew would still continue to help out. In that regard, he had arranged a meeting with our timing supplier, Chiptiming UK to talk about any updates to their system. In particular with regard to using chipped racing numbers rather than shoe tags. We had not used them in the past as they had a reputation for being unreliable but Andrew thought the technology had now improved. Totalracetiming had a really good new system where numbers were allocated on the day via a notebook/ipad which avoided the need to pre-prepare named envelopes.

Andrew explained that more of his time was now being taken up developing the XC Winter League, which could end up being in conjunction with Road Runners. He said that there was an Athletics Norfolk Road Racing Committee meeting the following day and it would be discussed there. Also, as Richard Polley, Chair of ANRRC was emigrating to France Andrew may take up some of his duties.

The racing committee, at the moment, consisted of Katie, Andrew and Lyn but they may want to recruit additional members. Tracey to change the Race Director in the Newsletter. Cindy to change on website.

**Action Point: Name of Racing Director to be updated in Newsletter and on Website. TS/CB**

**3.2 Action Log Update**

The Action Log was updated as follows:



AP56: Kett's Park Risk Assessment - Katie to liaise with David on this one. Extend deadline.

AP170: Container: Katie had organised a company to move the container but was waiting for confirmation from Kett's Park on access. She now had a new contact at Kett's Park, Ryan Simmons. There was a chance that the container would not survive being lifted and moved, in which case, we would need to buy a new one. The Company hired to move the container would dispose of the old one if this proved necessary. A condition of us siting it at Kett's Park was that it would need to be spruced up and Katie would be asking for volunteers to come and do that.

It was suggested that specific committee members should take responsibility for contents and management of the container. Michelle Barker and Tony Gentry offered to take charge of it and Andrew would give advice and guidance. A complete audit of the contents was needed. Andrew said there were things that we no longer had use for that could be disposed of.

Katie had found a supplier for new marshal bibs. The Committee agreed to purchase 50 new bibs with the WAC logo on them.

AP189: Extend deadline for information cards.

AP195: WAC sign at Kett's Park. Katie will try her new contact at Kett's Park or contact the supplier direct.

There was some discussion on what to do about members who had not yet paid. The deadline for EA was the end of June after which they could find themselves unaffiliated. Need to announce it at club night. Mark said he will message anyone on the Advanced Group who is on the unpaid list.

AP212: Running vests on agenda.

AP216: Training days. Tony B had spoken to Karl who said he would be happy to run additional sessions at the Henderson track. He had some ideas, eg sports conditioning and sports nutrition. Katie said she also had several ideas. There was then some discussion on when we should hold the sessions, eg on a Saturday morning or Monday or Thursday evening and also on how often, eg one off or quarterly etc. It was eventually agreed to put together a list of suggestions to send out to members and let them choose. Katie said she would circulate some ideas to the Committee and get their input before preparing an email for Tracey to send out. The possibility of using Surveymonkey was also suggested.

AP218: Membership form. In addition to adding an email address Tony B thought we should also consider having an opt out for photos being used on social media. Discuss in September.

AP219: Andrew confirmed that our noticeboard was in the container.

AP221: KP timetable. Extend deadline to next meeting.

AP223: List of First aiders. Mark asked what the regulations were for having first aiders and if there is a special sports first aider course. Andrew replied that there is no regulation which says we have to have first aiders and that we are covered for insurance under England Athletics.



At the recent Coaches' meeting Kim had agreed to all Coaches taking a first aid course. All run leaders should carry a phone and for any life-threatening condition ring 999. It was agreed that it would be useful for all Coaches to know where there were defibrillators in Wymondham. Richard agreed to compile a list of defibrillators and he would also compile a list of first aiders. In order to assist compilation of a list of first aiders Committee members were asked to put a message out on their various Whatsapp groups to ask members who are first aiders to come forward.

AP224: Katie confirmed she had let KP know about Ed Burton dates - close.

AP229: on Agenda

AP230: On Agenda

The following Action Points were closed: AP170, AP171, AP216, AP219, AP220, AP222, AP224, AP225, AP226, AP228

#### **Action Points:**

- **Complete audit of container contents -TG/MB**
- **Order 50 new marshal bibs with WAC logo - KW**
- **Announce deadline for payment of membership fees - TB**
- **Send out suggestions for training day to committee for input, then compile a questionnaire style email to send to members for their opinions - KW**
- **Add to AP218 "opt out for photos being used on social media" - CB**
- **Compile a list of defibrillators in Wymondham - RM**
- **Send out Whatsapp messages to discover which members were qualified first aiders- ALL**

#### **4. Finance and Membership Update**

Rob informed the meeting that the balance stood at £21k, which was down about £1500 as this month we had paid for the new gazebo and flags. Membership monies had been coming in and EA fees going out. He commented that in the first two months of this year we had taken in as much in membership fees as we had in the whole of last year. Part of this could possibly be put down to the buffs offer, but generally we now had a highly motivated membership. Andrew noted that there was a consistent high attendance on Monday nights (100 average) and members liked the new Ketts Park venue. Also, of course, we are in the middle of a running booming.

Rob proposed that we look at putting some money into a deposit account. He had looked at the options and, if we are happy to lock away for 12 months, would get 1.5% interest. He proposed to put £15k away for a year. This would still leave us with a large enough financial buffer for contingencies such as needing a new container. Rob thought this would make about £160 pa.

Tony proposed the motion that we open a deposit account and invest £15k for one year. The Committee voted with a show of hands and the motion was passed with the majority in favour.



## 5. Annual BBQ

Katie had checked dates with KP who said that Thursdays was not a good day for them as they had other bookings. After some discussion it was decided to hold it on a Friday and Katie would get available dates from KP. Once a date was settled, Tony B would contact Tony Perkins to arrange the BBQ.

The possibility of making it a family night and having games/sports day events was discussed.

**Action Point: Katie to check with KP available Fridays. Tony B to contact Perkins once date decided.**

## 6. Summer Time Trials

We had 84 entrants for the Ed Burton Time Trial on Monday 3<sup>rd</sup> which was thought to be a record turnout. That left two more, on 1 and 29 July. It was decided that, as last year, the final race would be a charity run with watches covered and predicted times.

Katie suggested, and the committee agreed on 6 prizes - male senior and vets, female senior and vets, runner's spot prize and volunteer's spot prize. £10 each. Rob would bring the money for presentation on 10 June.

Tony G volunteered to be Race Director for the second race, and Richard agreed to be Race Director for the third race.

Mark mentioned that one marshal who should have been at the top corner where the course turned left was standing at the wrong corner. This prompted a discussion on the quality of the maps we had been using. Katie said that it would be possible to purchase more detailed ordinance survey maps online. It was agreed that she should organise this to cover all our races.

**Action Point: Katie to purchase ordinance survey maps to cover all three of our races.**

## 7. Coaching Groups

Tony highlighted the problem of overcrowding within groups and the fact that runners appeared reluctant to move up a group. The large numbers, especially in the Progression and improvers group was difficult for coaches to control effectively. People running in the wrong groups exacerbated this as they tended to lead the groups out too fast, leaving other runners behind them, it is felt that this can upset the group dynamic.

Group dynamic is also affected when runners decide to drop down a group as they may be wishing to take it easier, particularly if they have run the day before.

These problems were discussed and points were noted including the following:

- Runners should be encouraged by the coaches to move up groups.
- Some people are reluctant to leave their friends behind.



- Tony G highlighted the fact that the groups tended to get mixed up on leaving the Community Centre. He suggested that each group should have a designated meeting place outside. Tony agreed to also raise this with Kim and get each coach to state where to meet outside in the announcements.

Tony B said that he had already spoken to Karl about the problems and was due to meet with Kim soon and would raise the above issues with her.

**Action Point: Tony to discuss the above problems with Kim - TB**

## 8. Competition Night

The suggestion was to replace a normal training night with a competition night on the track with events such as a timed mile and 4 x 400m relay races. It was decided to postpone this until next year. Cindy to re-schedule the discussion for next February/March and schedule discussion of the Winter time trial for later in the summer.

**Action Point: Reschedule discussions on Competition Night and Winter Time Trials.**

## 9. Safeguarding

Mark said there had been no issues since the last meeting and no new junior members. Karl had questioned whether photos of our juniors should appear in the newsletter or on Facebook. However, Mark confirmed that there was a section in the parent consent form to say that photos can be used for media purposes.

When asked if we were actively encouraging new younger members to come forward, Mark replied that we were not actively encouraging or advertising for junior members but if any enquiries were received, we were in a position to consider their application.

## 10. Club Kit and New Vests

**Gazebo and flags:** Steve had given the Gazebo and flags to Andrew who would take them to the Alex Moore relay on Sunday. He would keep it in his garage until the container had been moved to Kett's Park.

**Long sleeve tops.** Steve had three designs and would be getting samples. He would bring them along when he has them for people to try. How many to order was discussed, Steve said the lower price break was 50 which could be of different sizes but not split between ladies and men's. The price for 50 would be around £20 plus set up costs, VAT and postage. Would probably end up costing about £30. Steve confirmed that the tops were not reflective. It was decided to ask for a straw poll at club night on how many would be interested once we had the samples.

**Thicker jackets.** Steve showed a sample of the thicker jackets. He said they were not for running in but people may want them for wearing before and after a race. It was commented



that the old ones were warmer. Tony B would contact the old supplier to see whether they were still available.

**Bobble hats.** Fifty were being ordered.

**New vests:** There were currently around 80 vests in stock. It was decided to postpone a discussion on new vests and discuss again when supplies get lower.

**Action Point: Contact old supplier to find out availability of the old, warmer hoodies.**

## 11. Future Meeting Dates

The next meeting would be held on 30 July. Tony B would book The Feathers.

## 13. Any Other Business

13.1 Katie suggested having a central place where WAC documents could be stored which all on the Committee would have access to. She suggested using a storage system such as Google Docs. The Committee agreed that this was a good idea. Katie would set it up and send out links.

**Action Point: Set up a Google Docs account and send out links to the Committee - KW**

13.2 Reimbursement of the costs of entering WAC teams into the Alex Moore relay was discussed. It had been previously agreed that we would reimburse all teams with exclusively WAC members. Rob said that he could look at the results to sort out the WAC teams. The Team Captains to receive the reimbursement of £30. Tony B would announce it on Monday.

13.3 Tony said that there would be a lot of notices on Monday and he proposed to start them promptly at 6:40. He would put a notice on Facebook to that effect.

13.3. Tracey said she regularly copied photos from Facebook for the Newsletter and was worried that she should perhaps obtain permission before using them. The Committee felt that there should be no problem with that as members regularly put photos up and it was a public site.

13.4. The cheque for Finnbar's Force would be presented to Claire Cork on Monday. Someone would take photos on their phone.

13.5. Tony Gentry asked if links to the various Whatsapp groups could be published in the newsletter. However, as links to the Newsletters went on the website and were, therefore, available to the public it was felt that it would be better to just outline the different groups that existed and say who the administrators were and anyone who wanted to be added should speak to the administrator on a club night.

**Action Point: Add to Newsletter list of Whatsapp groups and administrators and say if anyone wanted to join to ask an administrator - TS.**

The Meeting closed at 21.48.