



**Wymondham Athletic Club
Minutes of Committee Meeting
Held on Tuesday 17 September 2019
At the Queen's Head**

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

In Attendance: Kim Reader (Head Coach)

Tony B Welcomed Kim to the Meeting.

Tony B updated the Committee on how Richard Dade was doing, having collapsed at the end of his leg of the Round Norfolk Relay. He had now been discharged from hospital but was not allowed to run until further notice and has to have further tests. Tony would deliver the Get Well card to him on Thursday. Tony G gave some background on how it had happened and suggested that we should formally acknowledge the support from those from other clubs who helped at the time, namely Emma O' Kelly, Chris Merrylees and Adam Smart. Tony B said he would put something on Gazelles and North Norfolk Beach Runners Facebook pages.

1. Apologies for Absence

Apologies for absence were received from Tracey Salisbury and David Roy.

2. Minutes of the Last Meeting

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

3. Matters Arising not covered by the Agenda & Action Log Update

AP56: Extend due date for KW/TG to take forward.

AP187: Tracy had sent round an email about criteria for London Marathon and this was discussed. Tracy had suggested that the VLM rejection slips should be with her at least one week before the draw.

AP188. Andrew said there were still a large number of plastic cups in the Container. He also said he had only ever had one person complain about them being non-biodegradable. It was agreed to revisit this item when stock had been depleted.

AP189. Tony B suggested scrapping the idea of business cards as there were other ways of recruiting new members. He suggested appointing a Press Officer to liaise with local newspapers, Facebook pages etc. Richard volunteered to be Press Officer. His first job would be to send Karl's report on RNR to local press. The possibility of getting some photos to go with it were discussed and Pat Brightman was suggested as a possible source. Richard to liaise.



AP191. Tony B reported that the Fritton and UEA courses had been scrapped from the EACCL fixtures list. However, Dunerunners and Coltishall Jags were going to organise replacements so there was nothing for us to do. Close AP.

AP195: The sign for Kett's Park had been agreed by the Committee, Katie just needed to know if it should go on the left or right hand side of the entrance. It was agreed that this should be the right hand side. Close AP

AP218: Membership Form: Discussed on Agenda

AP231: The stocktake of the container was complete. Stock lists to be sent to Cindy for keeping on the Secretary's memory stick and put on WAC Google Docs site. Michelle and Tony G said there were still a lot of things in there that could probably be thrown out. Michelle also queried whether there should be a sign in/out sheet for people removing equipment from the container. Katie said that Kett's Park were insisting that the Container should be painted green, Tony and Katie to arrange.

AP235: Ongoing, extend due date.

AP250: Magnetic clips. Richard explained that he had researched clips for race numbers as a potential freebie for members or addition for race goodie bags. Eventclip: 250 packs (of 4) £647.50 + VAT. Racedots: 200 packs (of 4) £976. It was agreed that this was too expensive and we should abandon this idea. Close AP.

The following Action Points were closed: AP187, AP189, AP191, AP195, AP218, AP231, AP240, AP244, AP245, AP246, AP247, AP248, AP249, AP250, AP251.

Action Points:

- **Tracy to be informed of decision on criteria for VLM ballot. TB**
- **Submit RNR race report to local media and obtain photos if possible. RM**
- **Send container stock lists to Cindy for safe keeping. MB**
- **Arrange painting of the container. TG/KW**

4. Finance and Membership Update

Rob reported that we had 227 members as of 17 September which was up from last year and substantially up from 164 when he first took over as Treasurer. The membership income was also up.

5. Half Year Subscription Rate

Rob suggested the half yearly rate should be £25, this included £15 for England Athletics. For second claim members this should be £10 as we don't have to pay their affiliation fees. Andrew would send the original of the membership form to Cindy to make the necessary changes.

AP218 was discussed and it was agreed to add an email address to the Membership Form (Secretary@wymondhamac.org.uk) and also tick boxes for First Aid Qualified and Resuss Qualified. It was thought that an opt out for photos might be difficult to police.



Action Point: Update the Membership Form to incorporate the above changes. CB

6. Coaching

6.1 Members' Emails

Two emails from members were discussed.

It was realised that there was a timing issue which meant that several things had happened at the same time ie cancellation of Thursday Night winter running sessions, cancellation of winter Time Trial, plus the possible loss of Circuit Training.

The issue of who had access to WhatsApp groups was discussed and it was agreed that these should be more widely advertised within the groups and in our Newsletter so members knew who to contact to add them to a group.

With regard to members running alone, the Committee felt that members should be encouraged to find others of similar abilities to run with if they didn't want to do a group session rather than running alone. However, if a member wanted to leave a session early for whatever reason, they could be allowed to do this but, obviously, should let the coach know that they were going. This did not affect their insurance.

Some members of the Committee thought that lack of communication to members was a contributory factor to these issues and that sometimes the right message was not getting across.

It was agreed that Tony B would formulate replies to the two emails and circulate to the Committee for approval before sending out.

Action Point: Response to the two emails to be drafted and sent round for approval. TB

6.2 Winter Time Trial

Cassie had submitted a set of alternative routes for a winter time trial, which were considered. However Tony B said he had made it clear to her that we wouldn't be doing anything this year but were considering alternatives for next year and were open to suggestions from members.

Kim suggested a series of, say, 3 to 4 club races set up at different times over the winter, possibly on a Saturday or Sunday. They could include 5k, 10k, cross country or various others. She suggested that prizes should be awarded within each ability group. Although, as with the Summer Time Trial, any member could only win one prize per season. The Committee discussed this and thought we should try and organise it for this winter, although we would have to look at the race calendar and fit in around that. Andrew said that he had a draft calendar for next year and that he would circulate it to the Committee. Kim and Andrew would liaise re dates.

Andrew also suggested that we could use parkruns for a 5k club event.

Action Points:

- **Andrew to circulate the draft ANNRC Calendar for 2020. AL**
- **Kim and Andrew to liaise re dates for "Winter Club Races" events. AL/KR**



6.3 Thursday Coaching

Kim confirmed that Circuit Training would be running at Hethersett Old Hall School until December, when it would be reviewed. She was looking at the possibility of using Hethersett Junior School, which was available, she just wanted to look at the hall first to see if it was suitable. Wymondham High were having building work done at the moment, but it might be possible to use the grass track there in the summer.

Several members of the Committee thought we should be offering another running based training session in the week to replace Thursday night Police Station.

The possibility of individual groups arranging their own sessions was discussed. Kim said that, as Coaches, they had decided not to do Thursday nights and she wouldn't want to see that decision undermined. However, if groups of people wanted to organise an informal run amongst themselves, that was fine, as long as it was clear it is not an official WAC session,

6.4 Friday Track Sessions

Tony had attended the first session and thoroughly enjoyed it. Karl had offered his services to help coach and assist other groups. 27 people had signed up as interested which was more than enough to get us started. Karl would book the track; we would have two sessions every three weeks. The Club would subsidise as previously agreed. Costs to members would be £3 per session pre-paid for a block of 12 or £4 to just turn up on the night.

7. Social Media Code of Conduct Policy

Mark had circulated a copy of the Code of Conduct Policy. The Committee agreed that we should go ahead and publish this as soon as possible. It should be posted on the website and sent out to all members in an email. Cindy to send out if Tracey was not back from holiday this week. Michelle suggested that printed versions of all our Policies should be available on a Monday night for anyone to read. This was agreed and Mark said he would organise a folder of policies.

Action Points:

- **Put Code of Conduct on website. CB**
- **Send out email re Code of Conduct to all members. TS or CB**
- **Produce folder of printed policies. MJB**

8. Race Subsidies

This year we had agreed to subsidise the Alex Moore, the Round Norfolk Relay, transport to Parliament Hills and Ekiden (unfortunately, this was sold out). As we had agreed to promote relays, the last Committee discussed subsidising the Gazelles 5k relay event. However, it was subsequently decided not to sponsor the Gazelles relay as this would have been quite expensive for the Club. It was also thought that Parliament Hills had proved quite expensive last year and should not be sponsored in full in future. The Committee agreed to discuss future Club subsidies at the next meeting with a possibility of a cap for subsidies per member.



9. Awards Night 2019

Cindy said that we needed to start thinking about our 2019 Awards Night and asked for a volunteer to lead on this. Michelle agreed to take the lead for this event. 14 March seemed likely to be the best date, at Barnham Broom if possible. Cindy would send Michelle all the relevant information. Michelle to start by booking venue.

With regard to profiles of nominees for the awards voting, it was suggested that they should write their own profiles this time.

Action Points:

- **Send Michelle all relevant information about Awards Night. CB**
- **Book venue for Awards Night. MB**

10. Cross Country 2019/20 including EACCL AGM Briefing

Tony said Club membership for the EACCL was £50 for the year. Tony gave Rob the membership form so that he could pay.

Because we finished in the top three last year for both men and ladies we were issued with four medals for the men's team and three for the ladies. These medals went to highest points scorers, but these weren't necessarily the ones who had scored for the team. He had raised this at the EACCL AGM suggesting medals should be awarded to those who ran for the A team. However, it had been proposed that they would just issue more medals, eight for men and seven for women. The Committee approved the proposal.

A new stipulation this season was that they needed to be made aware of any runners unlikely to finish within 70 minutes. They were already aware of Rodney.

Andrew updated the meeting on the new XC league which he is organising. This was going to be a pilot year based on existing races. It was a good opportunity for those who couldn't do Wednesday afternoons to take part in a XC league. The proposed races were, Houghton Hall, one of the Ryston Series, one at Horsford and also the County Championships.

11. Safeguarding

Mark said he had nothing to report and that there were no concerns. We now had three under 18 members.

12. Club Kit

The numbers of vests in stock were as follows:

Men: Small 5, Med 11, Large 2, XL 6.

Ladies: XS 8, Small 8, Med 13, Large 7, XL 8.

Stocks were going down quite quickly now. It was agreed that as we got down to lower numbers, we could sell them off at a discount. We would review again in February.



Steve said he was in contact with a company who could provide an online shop for club kit, similar to the one we had previously.

Long sleeve tops had been sourced (they were not reflective). It was decided to ask for a show of hands at Club Night to see roughly how many might be interested.

Action Points:

- **Ask for interest in long sleeve tops on a Monday Club Night. TB**
- **Depending on interest shown as above, order long sleeve tops. SE**

13. Future Meeting Dates

The next meeting would take place on October 29th*. Kim was invited to attend again and confirmed that she would if it was after the next coaching meeting.

***Note: The date was subsequently changed to 22 October as the room was unavailable.**

14. Any Other Business

14.1 Race Budgets - Katie said that prices would be the same as last year. Entries for the NYD 10k would open in October. We would be using our existing chip timing company with the system we trialled at the last Ed Burton Time Trial. Rob asked about the prize money. Andrew said they had decided to have prizes for 1st, 2nd, and 3rd. Andrew agreed to add a 70+ age group for the 10k. Mark asked about prizes for Juniors. Andrew said he would check up on the minimum age for entries (we used UKA rules) to see if a Juniors' prize would be feasible

Signage for car parking: Mark said he had been responsible for putting up car parking signs last year and would like to streamline the system for the future. The Committee agreed that he could do that.

Action Point:

- **Check on minimum age for our races and the feasibility of having a Junior prize. AL**

Meeting closed at 21.47