



**Wymondham Athletic Club
Minutes of Committee Meeting
Held on Tuesday 22 October 2019
At the Queen's Head**

Present: Tony Beales (Chair), Cindy Burgess - Secretary, Katie Whitmore, Richard Morris, Michelle Barker, Tony Gentry, Andrew Lane, Ian Sturgess, Steve Ely (for items 1,2,3 and 9)

In Attendance: Kim Reader (Head Coach)

Tony B welcomed Kim to the meeting.

He also welcomed Ian Sturgess who had volunteered to join the Committee following David Roy having stepped down. Tony B proposed that Ian be co-opted on to the Committee, this proposal was seconded by Katie and the Committee agreed.

1. Apologies for Absence

Apologies for absence were received from Tracey Salisbury, Robert Winner and Mark Banfield.

2. Minutes of the Last Meeting

The Minutes of the meeting held on 17 September 2019 were approved with the following amendment: Remove David Roy in the list of those present.

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

3.1 Matters Arising:

3.1.1 Katie informed the meeting that contrary to what had been said at the last meeting, the NYD 10k prices had in fact increased to £15 affiliated and £17 unaffiliated.

3.1.2 Accident Book: The notebook previously used as an Accident Book had been found, but it was agreed that we needed something better. Michelle said she could bring one in.

3.1.3 New member meet and greet laminate needs to be amended as it is out of date. Katie agreed to update it.

3.1.4 Suggestions Box. There had been two suggestions in the box, one asking coaches to remind their groups of their set meeting points every Monday. The other comment was on security in the hall while we were out running as the doors were often left unlocked and runners left valuables such as mobile phones behind. It was agreed that Katie should again ask Kett's Park to lock all the doors after we had left. There are always two members of staff there and anyone returning early should go in through the café and ask the staff for entry. It was also agreed that Tony should remind runners in his Notices that valuables are left at their owners' risk.



Action Points:

- **Obtain an Accident Book - MB**
- **Update the Meet and Greet laminate - KW**
- **Remind Kett's Park again about locking doors once everyone had left - KW**
- **Remind members that valuables were left at their own risk - TB**

3.2 Action Log Update

AP56: Katie said that she had a copy of the Kett's Park risk assessment and it all looked pretty standard, not much which would affect us as a club apart from slippery floors.

She thought we needed to add the risk of people running through the car park. This was discussed and it was decided that we should have a suggested route going through the disabled car park and then up to the main entrance, rather than cutting across the car park itself.

Tony G and Katie to revise the existing risk assessment and keep a copy in the box at club and on the noticeboard and send to Cindy to put on the website.

AP235: Training day. Katie, in trying to find things to offer members, had spoken with Chas Allen who does running, fitness and diet etc. He could put together a list of things to provide, she was not sure if it would be right to just use one person though. The training day was discussed and it was decided that, although it was a good idea, with all the recent changes to the coaching programme now was probably not the appropriate time to do this. Action point closed.

AP239: Katie had obtained the maps, but both our race routes were split over two pages. Tony G said he would look online to try and find something better.

AP242: Katie had looked into setting up a Google docs account to share but it turned out that this was not possible. She had therefore set up a Dropbox account as the best option. Links to the account had been sent to everyone, but in order to access it members would have to set up their own Dropbox account first. Katie to check why Michelle had not received the link and add Ian to the list.

AP243: Advanced Group Whatsapp contact needs to be changed on the Newsletter following Karl's departure. The new coaches were Adam, Tufty, Jet, Lucy and Mark B.

AP252: VLM ballot criteria. Tony reported that the entry criteria had reverted to the same criteria as the previous year. Tracy had been asked the question: are members allowed to defer if injured? It was agreed that this could be allowed once the cut off point for transfers had been reached in the case of illness or injury.

Ian questioned if a runner entered and paid and the place ended up in another name by mistake would that disqualify from entering the ballot, the Committee thought that would not disqualify them.

Tracy should know by end of month the number of places available to the Club.



AP255: Arrange painting of container. Katie had received another reminder from KP. She will reply that it would be difficult before the Spring because of winter weather.

AP259: Winter races. The Committee agreed to do nothing about alternatives to the winter Time Trial this year. To be looked at again for next winter. Close Action Point.

AP266: Steve had placed the order for long sleeved tops

AP267: Age race prizes. Andrew had confirmed that the minimum age for a 10k was 15 and we had therefore agreed to have both Juniors and over 70 prizes.

Action Points.

- **Revise the existing risk assessment and provide copies for the box and noticeboard at club and send to Cindy to put on the website - KW/TG**
- **Add Ian to the Dropbox and sort out problems with Michelle's access - KW**
- **Advanced Group Whatsapp contact to be changed in the Newsletter - TS**

The following Action Points were closed: 56, 235, 239, 241, 242, 243, 252, 253, 254, 256, 257, 258, 259, 260, 261, 263, 264, 265, 266, 267.

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4. Finance and Membership Update

Rob had sent in a written report stating that we had 231 paid up members as of 22 October. The membership income was still up on last year.

The Bank balance was stable at with income from the NYD10k coming in soon.

5. Coaching

Kim reported on the Coaches meeting held last week in the light of Karl leaving the Club. Tufty and Adam would now lead the Advanced group. Adam was going to do the CiRF course so they would have two qualified coaches. Jet and Lucy are both LiRF qualified, so we now had four coaches for that group and Kim said she could cover (on her bike) if necessary. She had spoken to the group and they were all very happy with the situation. Kim emphasised that this was a great opportunity for these coaches to now try out their ideas.

Tony B was to do the LiRF course and will take over the XC training, with the first one being on 28 December, the two sessions before that had been cancelled

There was to be a Coach's catch up meeting at Kett's Park.

Kim reported on the first UEA track session for Intermediate, Progression and Improvers/Development groups. 17 paying members had turned up. (Coaches who don't run don't pay). She said it was a good session and we could hopefully build on that. Tufty and Lucy were coaching the Advanced session on Friday this week. Some of the Advanced group had paid up front but she wasn't sure who they were but would check with Rob. She said she would



wait to see how the numbers went going into December before booking further sessions for the New Year.

Kim informed the Committee that Circuits at Hethersett would probably end in December and she had so far been unable to obtain a suitable alternative venue.

Expectations of the LiRF role had been outlined and some CPD training and guidance was planned, including advice on stretching. She also said coaches could actively encourage trusted people in the groups to assist. Each coach had been given a map on which she had marked safe routes around Wymondham.

There had been discussion on putting on extra Wednesday nights sessions. It was agreed that this should not be a training session but an informal group run. There was already a Wednesday night Advanced group run meeting at Waitrose. Heath also said that he meets some others at the Leisure Centre on Wednesdays and anyone was welcome to join him. Both of these were informal groups. David was going to do some informal runs on a Wednesday for the Improvers group.

Tony G had offered to do some Marathon specific training and this had also been discussed. It was felt that as most people do their long runs on Sunday the best idea would be a recovery run on Mondays. Probably would not start until late January when people start longer runs. Tony to think about it and then talk to Kim.

Jet had enquired about target races moving forward. The Committee to decide which races to target, training plans can then be adapted accordingly. Last year's targets were 5ks, a 10k and relays. Andrew thought we should get Jet involved in planning target races. It was agreed to discuss this at next meeting when the revised ANNRC calendar was available. Agenda for December.

Action Points

- **Agenda target races for 2020 for December Meeting - CB**

6. Awards Night 2019

Michelle confirmed she had booked the Maids Head for 14 March. She had booked for the maximum of 120 places. The only downside to this was that three tables would be on the dancefloor and would therefore need to be moved after the dinner and presentations. She had also booked Chris Spinks, the DJ we used last year. It was agreed that she should start selling tickets at the end of November.

Pricing was discussed. Michelle had worked the total costs out for 120 people. After discussion, the Committee agreed that the charge should be £25 for members and £30 for non-members. She had negotiated discount rates for rooms of £95 single and £135 double. Anyone wanting a room would need to contact the Maids Head directly. Michelle said she would write a piece for the November Newsletter about the Awards Night, stating price and when tickets would be on sale. Cindy to send her the tickets template.

Action Points:



- **Write a piece about Awards Night for the Newsletter - MB**
- **Send ticket template to Michelle - CB**

7. Race Subsidies

Tony B said that this year we had agreed to subsidise the Alex Moore Relay, Ekiden Relay and the Round Norfolk Relay and transport for Parliament Hills. Unfortunately, we didn't manage to get into the Ekiden Relay and had therefore talked about subsidising the Gazelles 5k Championship relay but in the end this was felt to be too expensive.

Rob, in his written update to the Committee had suggested we should limit subsidies to £10 per person per race.

The matter was discussed and the following points were noted:

- Some members of the Committee thought we shouldn't subsidise any races apart from the Round Norfolk Relay and perhaps some transport.
- We had agreed to subsidise some events in order to maximise Club participation.
- We should consider benefitting a broader spectrum of people rather than just RNR which was more elite.
- The Club did have large reserves and that money should be released for the benefit of members.
- We could join with another club to share costs of transport.

It was decided to postpone a decision until Rob could attend a meeting as we needed more clarity on what funding was available. Agreed we should ask Rob to prepare a cashflow forecast to bring to the next meeting.

Tony B said he would prepare a sign-up sheet for Parliament Hills to see how much interest there was and we could then gauge costs more accurately.

Action Point: Rob to prepare cashflow forecast for next meeting.

8. Safeguarding

Mark had sent in a written report saying the only point to note was that we would need a replacement Deputy Safeguarding Officer now that Karl had left. Michelle offered to take over that role.

Action Point: Mark to liaise with Michelle about her taking over the Deputy Safeguarding Officer role.

9. Club Kit

Steve had earlier emailed out prices to members of the Committee. He had brought the following samples to the meeting.

- Winter hoodie which we could have branded. It was close to our Club colour. It was also a stock item from Kit Factory and we therefore would not have to order a certain number up front.



- Running jacket Hi Viz silver (thicker) which could have Wymondham Logo front and back. Kit factory.
- Silver and black lighter jacket was also a stock item.
- Thick running top can be branded (no hood). Need to order 10.
- Polo shirt with short sleeves. Need to order 10.
(Steve to ask them if they had a cotton one as a stock item).

Steve said the proposal was to have items available on a link from our website for people to order directly. It was agreed to put the three stock items on the website for people to order.

Steve to ask Kit factory if they would be able to personalise with people's name/initials.

Kim informed the meeting that she was arranging for some branded kit for the Coaches.

Tony B said he had received an email from Tracy regarding Club vests as the stocks had gone down quite quickly. It was therefore agreed that Steve should start looking into sourcing new ones. He agreed to bring details to the next meeting.

It was agreed that Sophie had done a good job with the bobble hats and should be thanked. There had been lots of compliments at the Gazelles relay. Andrew reported that 38 out of the 50 ordered had sold so far.

Action Points:

- **Ask Kit Factory if they had a stock item Polo shirt with short sleeves - SE**
- **Ask Kit Factory if items could be personalised - SE**
- **Arrange for Club shop on the website to be updated with the new items - SE/CB**

10. Future Meeting Dates

The next meeting would take place on 3 December 2019. As this was the last one before Christmas it was suggested we could have some sharing nibbles, subject to availability.

11. Any Other Business

11.1 It was agreed the Xmas lights run should be on 23 December. Katie would enquire if we could have mulled wine at Kett's Park. If not, could we bring our own.

11.2. Katie reminded the meeting that KP hall was being refurbished after Christmas so we would not be able to use it on 6 January. We would still be able to use the toilets and café, but wouldn't be charged. It was agreed we would just meet outside on that date. Any possible new members should be encouraged to wait until the 13th.

11.3. The possibility of have an electronic "Race Book" was discussed. It was explained that Gavin did keep all the information on a spreadsheet and had volunteered to bring his laptop on a Monday to update.



11.4. Race reports and the Newsletter were discussed. Some felt that it would be better if the race reports appeared on Facebook and were put on our website immediately after the events, rather than saving them all up for the end of the month in order to provide more relevance and immediacy. It was suggested the Newsletter could highlight one or maybe two “special” events and then put links to the website for reports on others. Cross country reports could also be put on the website. Richard could then take reports from the website to send to the press.

11.5. A member had written to the Committee with four suggestions.

His first point was that in his job he writes questionnaires for surveys and he said that if we wanted to send a mail shot out to members saying how do you find the overall experience etc, he would write one for us. His offer was discussed and, whilst the offer was appreciated, it was thought now was probably not the right time, although we might do something like that in the future.

Secondly he raised the possibility of an online Club Shop. This was already being organised.

Thirdly he asked about the viability of a longer autumn race. The Committee agreed that firstly, we didn't need the money and secondly the race committee didn't have time to organise another race.

Fourthly we should offer LiRF course publicly. We had, indeed, just had a new intake for the LiRF course which would greatly increase our coach numbers.

Tony to respond informing him of the Committee's views/decisions.

11.6 Katie said the possibility of having a private website for members had been mentioned to her. It was noted that some clubs did have passworded areas for members, but this was mostly for members to update their personal details. Having a public website with relation to GDPR was discussed. Andrew said that, although we did need to be careful of course, overall it was not an issue as we have clear policies published on our website. If anyone objected to, say, a photo being published then we would remove it immediately.

11.7 Katie asked what are we going to do with the remaining buffs. It was suggested that we could give them to new members for free. Tracy could provide a list of anyone who had joined over the last three months them. If anyone else wanted one, the price was £4. It was suggested that we put a notice in the Newsletter.

Action Points:

- **Katie to ask KP about providing mulled wine for our Xmas Lights run.**
- **Add a section on the Website for race reports - CB.**
- **Respond to Jonathan Eagle's emailed suggestions - TB**
- **Remind members in the Newsletter that buffs were still available at £4 each - TS**

The Meeting closed at 21.49

