



**Wymondham Athletic Club  
Minutes of Committee Meeting  
Held on Tuesday 21 January 2020  
At the Queen's Head**

**Present:** Tony Beales (Chair), Tracey Salisbury (Minute Secretary for Items 1,2, and 3) Cindy Burgess, Secretary (from item 4), Katie Whitmore, Michelle Barker, Tony Gentry, Andrew Lane, Mark Banfield, Rob Winner present for items 1-5.

**In Attendance:** Gavin Hall in attendance for Items 1-4

**1. Apologies for Absence**

Apologies for absence were received from Richard Morris, Ian Sturgess and Steve Ely.

**2. Minutes of the Last Meeting**

The Minutes of the meeting held on 2 December 2019 were approved.

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

**3.1 Matters Arising:**

There were no matters arising.

**3.2 Action Log Update**

AP188: There was still enough stock of plastic cups for this year. Carry forward to December 2020.

AP262: Mark had produced the policies folder Katie to put in Box. Close.

AP269: Katie had updated the risk assessment Tony G to type up. Close.

AP288: Katie had asked about KP giving us a key to the sports hall, they said it was not a problem but wanted to know who would be the keyholder. On discussion it was agreed that we would just insist that they locked the door. Katie to write to them to clarify.

AP291: Website training ongoing.

AP293: Sourcing of Awards ongoing.

AP292: The room concession at the Maid's Head for Awards Night will now be publicised in the February Newsletter.

AP297: WAC Calendar ongoing.

AP300: Announce change of Child Welfare Deputy ongoing.



AP302: Order more long sleeved tops ongoing.

AP306: Working group on Points System ongoing.

The following Action Points were closed: AP262, AP269, AP274, AP287, AP288, AP289, AP290, AP294, AP295, AP296, AP298, AP299, AP301, AP303, AP304, AP305,

**Action Points:**

Katie to write to KP to clarify our decision on being keyholders.

**4. Awards Nomination Selection**

Gavin had sent out all the stats with regard to members performance for the past year together with a list of winning positions and club records.

The nominations for the following categories were discussed and candidates were agreed:

**Male Cross Country:**

**Female Cross Country**

For Road Runners of the year it was agreed to use the same under and over 40 criteria as used last year.

**Female Senior Road Runner:**

**Female Veteran Road Runner:**

**Male Senior Road Runner:**

**Male Veteran Road Runner:**

The Committee agreed that the Club Captains would be responsible for producing Candidate Profiles consulting the relevant coaches where necessary and gaining final approval from the Candidates themselves. Katie would write a standard format for them to use. Tracey asked that a photo of each Candidate be provided to send out with the profiles and voting slips.

It was decided that the profiles should be completed by 7 February to allow voting to commence on 10 February and finish on 24 February. Michelle would set up a gmail address for online voting.

**Endeavour Awards** were discussed and a list of potential candidates agreed. It was agreed that Tony B would discuss all potential candidates with Kim and they would take account of Coach's Award winners.

**Coaches' Awards:** Tony B would speak to Kim about getting the ball rolling on these awards. It was agreed that there should be 5 separate awards, one for each group.

**Ed Burton Time Trial Winners:** These were confirmed.



## **Racing Points Winners. Agreed**

The following points arose out of the general discussion:

- We should remind/inform members of how the points system worked. Although Eva put most races in the book, there were some not covered. It was up to individuals to check their entries were in the book and also to write in pbs where achieved. Also remind members they could use the email address to send information directly to Gavin.
- Tony G would speak to Tracy about obtaining the Awards, if she didn't want to do them this year he would get information on suppliers etc from her.
- Criteria for Endeavours Awards should be altered to include "outstanding service to the club".

Gavin was thanked for all his hard work in keeping the points system and preparing the stats.

## **Action Points**

- Club Captains to write profiles for awards nominees and obtain photos for the Newsletter.
- Katie to provide a standard format for the profiles.
- Tony B to discuss potential Endeavour Award candidates with Kim in order to co-ordinate with Coaches' Awards.
- Tony B to speak to Kim about getting decisions on Coach's Awards.
- Tony B to remind/inform members about points system and that it was up to individuals to ensure information went in the Book. Also remind them about the email address for sending information to Gavin.
- Tony G to speak to Tracy about obtaining the Awards.
- Criteria for Endeavour Awards to be altered to include "outstanding service to the Club"

## **5. Finance and Membership Update**

Rob reported that with the receipts for the NYD 10k now in the current account balance was looking healthy. There were still some payments to be made; for the 10k race and the balance for the long sleeve tops. Membership continued to increase and we were now up to 246 members. Rob then left the meeting.

## **6. Club Race Updates**

Katie reported there had been no major issues with the NYD 10k. She had received a lot of positive feedback with a good report from the Race Adjudicator. Andrew said there had been just one complaint about a marshal throwing away a banana skin. There was one minor issue with the results which occurred because of the inclusion of a juniors category.

Entries for the 20 mile race now stood at 343 out of a maximum of 500. A volunteer roster had been started and the medals ordered. The next Race Committee meeting was being held on Tuesday 28 January.



## **7. Awards Night 2019**

Menu choices for the Awards Night were discussed and the following were chosen:

Starters: Roast plum and basil soup, Smoked salmon salad and Ham hock terrine.  
Mains: Chicken breast, Fillet of sea bass, Roasted tomato and red pepper croquette.  
Dessert: Lemon Cheesecake, Apple Crumble, Chocolate Tart.

## **8. Coaching**

Tony B asked the Committee to encourage people to go to UEA track on Friday nights. He reported that there had been 23 at the last B Team session, but Mark said that numbers for the A Team had fallen off a bit.

Katie reported that Terry Brannan was advocating a return to Thursday nights at the Police Station now that lighting had improved there. This was, of course, a matter for the Coaches to decide and Terry had said he would raise it at the next Coaches' meeting. Andrew thought it should wait until next winter

With reference to summer track sessions, Katie reported that Kett's Park said they were happy to mark out a track, but need to check first on whether it was possible to keep the grass short enough. Kim had been concerned about dog walkers at Kett's Park. Tony B said there was an existing track at Attleborough which could be used. Katie also said there was a possible spot for circuit training on a Thursday but with an 8pm start which Kim felt was too late.

The track situation should be discussed at a Coaches' meeting.

## **9. Race Subsidies**

Ian had written a Protocol for Race Subsidies and the Committee agreed to follow that when deciding race subsidies. It was therefore agreed that we subsidise the Alex Moore Relay where we would pay for team entries for exclusively WAC teams. We would also pay for a coach for the Ekiden Relay and would pay for entries for the Round Norfolk Relay. Andrew agreed to take responsibility for entering the Ekiden relay and would produce a sign-up sheet once entered.

### **Action Points:**

- Andrew to enter teams for Ekiden relay when it opened.

## **10. Safeguarding**

Mark said there were no safeguarding issues. We did have one more potential junior member. Michelle was now Deputy Child Welfare Officer.

## **11. Club Kit**

Tony G said that he was disappointed with the hi viz jacket he had bought from the online shop and was going to take it back as the hi viz coating was breaking up. Tony B was also not happy



with the jacket he had bought as it was not breathable and therefore very hot to run in. It was also observed that the purple hoodie faded with washing.

Agreed to ask Steve to remove reflective jackets from the online shop.

Club vests needed to be ordered as soon as possible. It was thought that Tracy would now be giving up selling the vests so someone was needed to take over that responsibility. Andrew agreed to do it until next year. He agreed to liaise with Tracy and Steve to get information on sizes and quantities to order.

#### **Action Points:**

- Ask Steve to remove reflective jackets from the online shop.

#### **12. Future Meeting Dates**

The next meeting would take place on 3<sup>rd</sup> March 2020.

#### **13. Any Other Business**

13.1 Katie had noticed some other running clubs were recycling old running kit for charity and suggested this might be a good thing for us to do. Tony B said before committing to this we would need to know who was prepared to store the kit and how often it would be collected. Katie said she would find out more and report back.

13.2 Katie also thought that we should recycle our old race medals and that there were charities who would recycle them. Tony B thought that was a good idea and we could get some press coverage from it.

13.3 Katie thought the club should organise some CSR (corporate and social responsibility) events. These were events which would benefit the community as a whole, eg gardening, litter picking etc. It was thought that it would be ideal to do a litter pick following our 20 mile race.

13.4 Andrew reported that Richard Polley, who had been Chair of ANNRC for many years would be leaving shortly and they were asking local Clubs to give a donation for a leaving present for him. It was agreed that we should donate.

13.4 Dates for Ed Burton Time Trial needed to be decided. Discuss in March.

13.5 Tracey asked Tony B if he would announce on a Monday night that if members had a Hotmail email address, they should look in their Junk folders as anything from Mailchimp (the service we used for our Newsletter and other emails) went straight to Junk.

13.6 Tracey apologised that she would be unable to do Meet and Greet on Monday 27<sup>th</sup>, Katie offered to do it in her place.

#### **Action Points:**

- Katie to find out more about recycling old running kit.



- Tony B to include in a Monday night announcement that if Members had a Hotmail email address, they should look for the monthly Newsletter in their Junk folders.

The Meeting closed at 9.55 pm