

Minutes of FODAC Committee Meeting held on 29th October 2013

Present: Chris H, Chris M, Jim, Wendy, Jacqui, Frank, Ian, Pete & Fiona

Apologies: Graham, Kathy & Sharla

1) **Minutes of Meeting held on 10th September.** Agreed as correct with the addition of a reference to the redundant Airbus furniture that Graham is hoping to procure FOC for the club.

Matters arising:- Officials Uniforms. Pete said will be sorted out by next meeting.

Christmas bash – Juniors is being held on the 23rd November and the Seniors on the 7th December.

Races vs Chepstow et al. Chris M gave up trying to speak to Syd Wheeler and will instead talk to Vanessa Lawson, possibly at the Chepstow Rising Sun race on the 21st November

X-C Captains. Jools is doing a great job with the men and Jackie Green & Lynn Parke have taken on the ladies between them.

2) **Coaching Matters & Development Plan.** Following the last meeting Pete had prepared a very detailed Coaching Structure, going from now to 2022/2023! Broadly we want to recruit 3 new coaches each year as a minimum, e.g. 2 assistant coaches @ £195 a course and 1 coach @ £345.00. Therefore we need to budget £700 pa.

(if you weren't at the meeting and want a copy of the report emailed to you please contact Pete directly).

3) Treasurers Report

Income since 10th September £1391.25

Expenditure £4106.31

Wendy brought along a very detailed report breaking down our annual and weekly running costs (sorry about the pun!). If you weren't at the meeting and want to see the report please email me and I'll email you a copy. Basically the cost of hiring the track/hall/toilets & electricity averages out at £73.40 per week. Currently this is covered by track fees as we are receiving an average of £98.00 each week. This will be monitored.

4) Purchasing Procedures

It was agreed that we need to tighten up purchasing procedures to avoid unexpected large bills turning up (as happened recently) and to ensure that all paperwork is received and passed to Wendy for payment in a timely manner. All purchasing should be directed through Jim as agreed and purchases should also be agreed by the Committee. When buying something a reference to the meeting minute or correspondence that gives the authority for the purchase should be provided. The Treasurer or the Chair should be included in the loop. The total cost (including VAT & delivery charges) should be detailed.

5) Membership Report

Frank requested permission to purchase next year's Membership Cards for £20.00 (approved). Frank also brought in a new 2013/2014 membership form.

We currently have 296 Members, of which 150 are Competitive EA members; 146 are Social members & U11s who do not have to be EA registered.

On the 1st October Frank resigned 83 individuals who had not renewed.

Dave Jones has resigned from FODAC as is spending more time at Newent. However, we believe that Heather is still intending to remain an FODAC member.

CRB (aka DBS) checks. It was noted that the following coaches are not CRB checked: Glenn Harvey, Steve Thompson & Jim Crawley. Action: Pete Compton to chase.

Frank suggested that anyone involved with the club (coaching, helping etc) should be members of the club and should also be CRB checked. All agreed.

6) **Coaches Code of Conduct.** Chris H has amended this in line with EA and we need to now replace the one on the website. Action: Chris M.

7) Christmas tree Race, 15th December & 2014 Race Programme

Jacqui reported that everything was all organised for the Christmas race. Pete said that the Juniors had offered to come along and help so that any Senior who wanted to run could do so – thank you.

For 2014 after some discussion it was felt that we could have the Valentines Relays maybe in March in the hope of getting some decent weather!

June – Mallards Pike 5

September; Yorkley Gallop, but may need new venue as hall is being refurbished.

December: Christmas Tree Race

There was discussion about a new series of 10K races on the Coverham Enclosure. This may be dependent on a) the FC laying down a new 5k gravelled circuit and b) on the club having the desire and resources to put on more races.

Jacqui had prepared a document on the cost of running an event, which was £335.79. This means that we require 42 entries @ £8.00 to break even.

8) AOB

A security key fob has been purchased and Pete will install and notify the committee & coaches of the code number.

The club has received 2 London Marathon places. A ballot will be held at the Christmas bash.

9) **Date of next meeting:** 8pm Tuesday 10th December at The Fountain