

Minutes for FODAC Committee Meeting, 21st January 2014

Present: Chris H, Chris M, Wendy, Pete, Graham, Kate, Jim, Ian & Fiona

Apologies: Kathy, Frank, Jacqui

1) Minutes of Meeting held on 10th December and Matters Arising.

Hut key box code. All working fine and Pete has the number. Ask him if you want to know what it is!

Airbus furniture – still pending, but Graham advised that it had been rather oversubscribed. We should know more by the end of February.

Officials Uniform – Pete will bring along a sample to the next meeting.

Sport Relief Mile – we were too late to do anything about a race for this year as the deadline was too close to the last meeting. Maybe consider it again next year.

PA System – Jim is investigating but needs some guidelines on our requirements. Suggested spend is around £300, battery powered with CD and IPOD docking station etc.

Concreting around the hut. Pete has gained approval from Ken Creed and Ian and Chris were asked to try and get some quotations. **Action: Chris M & Ian**

Hut Tidying up & Stocktake - still waiting for that heatwave!

2) Coaching matters & Juniors. To include Saturday morning training & parkrun conflicts.

Kate reported on a recent incident regarding a parent. The FODAC's position is clear. On Saturday mornings children are the parents' responsibility until 9am. If they wish to take part in the parkrun it is up to them whether they leave their child in the care of another adult, but the club cannot be held responsible for them until the coaches are ready. If Kate receives any more aggravation she should report it to Chris H. A suggestion put forward is that the children can be taken over to the parkrun start where Dave Lucas can bring them back after the run has started.

Pete requested the purchase of some more Sportshall equipment (including foam javelins, lightweight medicine balls etc). The cost would be around £350 but we may get 50% back from Active Gloucestershire. Permission was granted and Graham & Pete will liaise with Jim.

Action: Pete, Graham & Jim

Severbank school in Lydney have approached the club to run a Saturday session there. Pete is keen to speak to them and all agreed it would be a good idea so long as we do not overstretch ourselves too much. Active Gloucestershire will be prepared to pay 50% of the start-up costs involved in setting up a satellite club.

3) Welfare & Other Policies

Kate has worked hard to create a number of documents under the banner of "Sport for All", including:

Disciplinary procedures

Child Protection Issues & Duty of care Guidelines Policy

Health & Safety Policy

Codes of Behaviour

Photography Policy

Track Training Risk Assessment

Accident, Incident & Near Miss Report Form

Athletics Volunteer & Self Declaration Form

It was suggested that we could do with a Health & Safety Officer. Chris H will send an email to see if we can find a volunteer. **Action Chris H**

A file with blank forms will be available in the hut and these documents should be uploaded to the website. **Action: Kate & Chris M**

Kate was thanked for her hard work in preparing these documents.

4) Treasurer's Report

The Christmas Tree race was very successful and made a profit of £519.18. (Income was £1071.68 and Expenditure was £525.50. (Many thanks to Jacqui and her team)

Other Income since last meeting: £853.61, Expenditure: £361.27. bank balance on 20.01.14 £7745.03

Wendy pointed out that we had been charged for the use of the gym by Lakers school on days when we had used the sports hall instead. It was felt that we had no choice but to pay, but that in future all booking of halls must be in writing and any changes must also be made in writing. **Action: anyone involved in booking facilities**

6) 2014 Race Programme

The next race is the Spring pairs Relay in April 13th and Jacqui has all the organisation well in hand. Pete took a copy of the poster which he will put up on the notice board and Fiona will email the local clubs. **Action: Pete & Fiona**

Chris H will investigate suitable mementoes as supplies of glasses are dwindling. **Action: Chris H**

Jacqui also advised that we need some new race signs, and all agreed that she should buy whatever is required. Jacqui to give her shopping list to Jim! **Action: Jacqui**

7) Adults Training

Pete recently had a meeting with Walter & Chris to discuss plans for additional Adults training sessions. It was agreed that these will be held on Thursday evenings (and very popular they are proving too!). More kit is needed for these sessions and the cost would be around £500. Permission was granted.

Steph Francis and Catherine Lyne have approached Chris Moore about becoming coaches. Chris referred them to the UKA website and also to Pete Compton.

8) Date of AGM.

Set for 29th April 2014. Fiona advised that she would be stepping down from the committee. Fiona will ask Sharla to try and locate a suitable venue. Room plus refreshments for approx 30 people.

Action Fiona & Sharla

9) AOB

Fiona reported that she had been co-opted onto the organising committee for the Race for Men to be held in Gloucester in August. She asked permission to borrow the generator and also marker posts. – Granted.

Chris M suggested that it would be a nice gesture to present Dave L with a “Lifetime Achievement Award” at the AGM. All thought it would be a good idea and so Chris M and Jim will investigate something suitable. **Action: Chris M & Jim**

It was felt that we could do with another one of Sharla’s fantastic social events! **Action: Sharla**

10) Date of next Meeting: 18th February 2014

The meeting finished at just after 10pm.