

Minutes of Committee Meeting, Tuesday, 19th May 2015

Present: Pete, Richard, Chris M., Wendy, Dave, Jacqui, Jools, Anna, Stef

Apologies: Ian, Graham, Sharla

Pete welcomed Richard and Anna to the committee and briefly summarised the different areas of FODAC: Juniors and Adults (competitive and non-competitive), 0-5k and 5-10k groups at Lydney and Coleford, Junior satellite group at Severnbanks and the close relationship with parkrun. He stated that as a club we should consider all these different areas and that he is hoping to get more volunteers and officials from all parts of the club.

1. Minutes of last meeting and matters arising

The hammer net has finally been approved by the school. It will be located at the top end of the field and will have a storage facility. It has been agreed, that the school will be able to share the storage container.

Lydney parkrun: Claire Lavender and Vanessa Pegler were meeting with the parkrun ambassador today to walk the course and he would then offer advice and recommend the best course. Unfortunately the football and cricket club have not yet responded to the request to use part of their land, but the recreation trust have said they would contact them. It is hoped that Lydney parkrun will start in September.

Portakabin: The school have agreed for us to place a Portakabin next to the track as new club accommodation and we will also install some mat hardstanding around the existing containers and the new portakabin. Chris M and Chris H will organise the portakabin (they are just waiting for another quote as Leyton may be able to get a discount through a contact). Chris M will also order the hardstanding and Walter Leach will install the electricity supply. **Action Chris M**

Chip timing: Jacqui has not made any further enquiries. We may look at it again in the future.

Cotswold Relay: We now have 3 teams for this. One Vet team and two mixed teams.

Great British Relay: The Great British Relay is taking place in June and we have signed up for two legs on the 18th of June. Chris is going to look into the routes we should take and will post some more information on Facebook. **Action: Chris M.**

2. Treasurer's Report

The income since 1st of April was £ 4448.32, which was made up of membership fees, race income, track fees, a donation from Glos AAA and the interest on the deposit account.

The expenditure of £ 3187.42 was high due to the payments of EA affiliation and gym and track/toilet hire. Other costs included Avon league affiliation, Cotswold relay and Great British Relay entries, a tablet for Junior registration, food for the AGM, medals and trophies for the Forest Mile, race licence and a coaching course, as well as admin miscellaneous.

The total bank balance as on 16.5.2015 is £ 25,984.53. This includes £ 850.00 held for parkrun. We no longer have a savings account.

Wendy is still missing receipts for a coaching course, Cotswold Way Relay and the food at the AGM.

3. Membership Report

As of the 17th of May we have 436 members. 169 of the members still have to pay their membership fee. We had one formal resignation by Liz Usedon, who has decided to join a club closer to home and 11 members who have decided not to re-join for the time being.

Chris passed a set of spare keys, including keys to the membership box to Stef for safe keeping.

He questioned why the key for the purple filing cabinet, which contains important membership information was kept in the hut. It needs to be accessed by coaches, as it contains medical information for Junior members and it was decided that we need a safe key box, like the one on the door to the container to keep all records and money safe, but allow easy access. **Action: Pete**

It was also decided that the tablet for registration needs to be password protected. Chris also queried the need of medical forms for members. Pete explained that all Junior members MUST complete a medical form, which can be accessed by their coaches at all times and that it may be advisable to have records for adults, who have a medical condition. It was decided to change the membership form to have a tick box to indicate if a member has a medical condition. **Action: Chris**

Chris checked on the UKA website which committee and coaching members have not had a DBS check.

The following people still need to complete a DBS check:

Glenn Harvey, Jim Crawley, Helen Harding.

Club members who can authorise a DBS check are Pete Compton, Kate Dennant and Stef Francis.

Chris will contact everyone, who has not yet completed their DBS check. **Action: Chris.**

The committee asked Chris to send regular membership list updates. **Action: Chris**

4. Coaches Report

Dave met with Kate Dennant and Andrew to discuss coaching and welfare matters. Kate should not be dealing with parents, unless parents approach her directly. Dave will mentor Andrew, as coaching coordinator to deal with coaching issues. He thinks that it may be a good idea to have a second welfare officer, so that welfare issues can be discussed without input from other committee or coaching members. Dave, Andrew and Kate are looking at the roles of Head Coach, Coaching Coordinator and Welfare Officer, so that we can achieve the Club Mark from England Athletics. The Head Coach will ensure that there is a written plan for each coaching session.

Dave will draw up a new coaching development plan. We are currently short on Junior Coaches as we had quite a few new junior members in the last few months. Even though the coaching sessions have been getting harder the juniors seems to enjoy these more difficult sessions and are embracing the harder training.

We had some interest from adults, like Leyton and Jools, to do the Leadership in running fitness course.

It seems to be difficult to find local courses for this, so Dave offered to contact Run Britain, to see if we could arrange for a course at FODAC. **Action: Dave**

5. Role of Chair and Vice Chair

Chris requested that any decisions should be agreed by the committee, before anyone acts on the club's behalf. Pete takes on too much himself and should delegate more jobs to the committee.

Jools stated that we should not make any more big decisions until the current projects, such as the club becoming a charity, the new club hut and the hammer net are complete.

6. FODAC Committee Structure

Chris had noticed that the current constitution does not allow for as many committee members, as we have. We will need to look at the structure of the committee in case of a vote and ensure that the constitution will be altered to accommodate the committee structure we currently have.

It was decided that the committee should comprise the following members:

Chair

Vice Chair

Treasurer

Secretary

Membership Secretary

Head Coach

Race Co-ordinator

Social Secretary

+ 4 other committee members

We decided that team captains do not have to be committee members.

As discussed during the AGM we would like a Junior representative to sit on the committee and we have two Junior athletes who are interest in the post.

7. Aims of the Club for the next 12 months

The main aims are for the club to become a charity, to complete the hut build and the hammer cage.

Jools asked for us to host another cross country event and it was confirmed that we have been offered to host the county championships again in January.

Chris M requested to have some more cross country coaching to help us improve the performances in cross country.

Pete suggested that we should enter another track and field league for adults to compete in.

There are two options: The older Juniors join in the Youth Development League, like the under 13s and under 15s and the Seniors enter the Welsh Masters league, or we enter the Midlands League for older Juniors and Seniors together.

This was voted the preferred option and Pete will find out prices and more details before applying for this.

The Midlands league would be for meetings throughout the summer months in addition to the Avon League events.

8. Welfare report

A coaches' profile will be done for each coach and will be displayed in the club hut.

9. Club Hut

Chris asked what we would like to see in the new club hut and what we want to use it for. We decided to get a basic portakabin and fit it out ourselves. The old containers will be used as equipment storage, but it was also suggested that the large old container should be used for Junior registration, whilst the new portakabin would be used for senior registration to give everyone more space.

10. Coaching kit and equipment

Andrew has agreed for a member to go to Yate for hammer coaching session, but they would need to bring their own equipment. It was therefore decided that we would purchase three or four new small hammers, however they should not be used unless it is safe to do so and the track is not in use, until the hammer cage is installed.

We discussed if we should get some jackets and polo shirts for the coaches and perhaps a technical t-shirt for Walter, so coaches can be easily identified. We agreed

a budget of £ 350.00 and perhaps they could get some sponsorship to get kitted out.

Action: Dave

11. Track and Field Championship

Pete asked if we could have a Club Track and Field Championship in the same way as we have a running championship. He suggested that anyone taking part in Avon League Track and Field competitions will receive points and the highest point scorer of the season wins the club championship. Pete will administer this. **Action: Pete**
Chris asked if we would be able to have some track and field coaching for adults who are interested. Pete offered to help with some training after parkrun and junior training on a Saturday morning.

12. Severn Bridge Half Marathon

Rogue Runs have offered us a free place for every 10 runners who enter the Severn Bridge Half Marathon. We thought that it may be a bit unfair on the people who have already entered and thought it may be better to ask Rogue Runs for a free place in a different event instead. We could then raffle this free place and raise some money for the club. Stef will contact Rogue Runs to see what they would offer.

Action: Stef

13. Any other business

Wendy said that she needed to get the form to change the bank details, but it would all have to be done online. Chris H is to come off the bank account and Pete needs to be put on.

Dave asked if we could do an 'engaged' notice for the door at the toilets we use at Lakers. Apparently a man told him that he felt rather uncomfortable, when he came out of the toilet and a young girl was standing waiting to go in. If we had a sign at the door before the toilet and sink that could be turned round it would avoid situations like this.

Dave was also wondering if there would be a possibility to hire the blue gym during the winter months for older juniors and adults to do circuit sessions, but as the blue gym is £ 35.00 per session this would be too expensive for just 10 juniors.

We briefly talked about a possibility to get a proper tartan track, but Dave explained that the Council has not got a development plan for sports in the forest and therefore there would not be any funding available for a track.

The meeting ended at 10.30pm

The next meeting will take place on Tuesday, 16th of June in the Fountain Inn, Parkend