

Minutes of FODAC Committee Meeting, Tuesday, 8th of September 2015 Fountain Inn, Parkend

Present: Pete, Jacqui, Wendy, Chris, Jools, Stef and David Jenkins

Apologies: Richard, Graham, Dave, Anna, Sharla

Before we started Stef passed a message from Anna on, as Anna is no longer able to be a committee member due to work and study commitments.

1. Minutes of last meeting and matters arising

We did not go into too many details regarding the last minutes as a few of the points were on the agenda for this meeting again.

It was confirmed that Dan Sandford and Jason Ross-Collins have taken over the club website and any reports and other item which we want to publish on the website should now be emailed to them. Chris in the process of handing the website over.

2. Minutes of the last trustee's meeting

Pete explained that the roles and responsibilities of the trustees and the working committee will need to be discussed with all trustees at the next trustee's meeting.

Dave had explained the race results software to Richard and Pete. Pete explained to the committee that it seemed easy to use and that a lot of runners from our club and throughout Gloucestershire are already entered as the software has been used at Glos AAA cross country events.

It would be good to actually run a test event to try it out. We may have to hold a suitable test event, however, we need to check the legality of sharing the data from the cross country events.

It was agreed that the trustee meetings will be held on the Saturday before the general committee meeting at 10.00am in the club hut.

3. Charity Status

The Charity Commission has got back to David with some queries and we will have to make some minor changes to the Club's Constitution. The revised constitution will have to be approved at another **EGM**, which will be held after training on **Tuesday, 13th of October 2015**.

The Charity Commission do not want any elitist competition at the club. It should be an all-inclusive environment with the possibility for all members to compete if they wish to do so. The only exception we may have is that from time to time we have to select teams for the Avon League competitions, but Pete pointed out that the coaches are always trying to accommodate all members who wish to compete.

Another point made by the Charity Commission was that social activities are not charitable. We explained, that the two presentation evenings (adults and juniors) are athletic events as they are arranged to celebrate the achievements of our members.

To make it clearer we should change the committee members title from social secretary to events organiser and the Thursday evening runs should be renamed as training runs, instead of social runs.

It was agreed that Stef will mail out revised constitution with the next newsletter. **Action: Stef**

David also pointed out that the Trustee committee is the decision making body with the general committee as an advisory panel. The general working committee cannot approve any decisions or expenditure.

Any disciplinary action should only be taken on the recommendation of an independent panel. The grievance procedure needs to be changed to match the revised constitution. Pete agreed to look at this. **Action: Pete**

David will also sort out gift aid, but we will need someone to administer this. We can claim gift aid on membership, donations (where we know who the donor is) and track fees. It will be more difficult to claim gift aid on the track fees as we can obviously only claim gift aid on the track fee of qualifying members. In order to do this we will require a different system for the registration. It was decided that it will be best to have a small laptop to set up a registration system for adult members in a similar way to the Junior registration. Pete will organise a lap top. **Action Pete**

The responsibilities of trustees and working committee will be discussed at the next trustee's meeting.

4. Treasurer's report

Wendy did an inventory of all medals and awards in the filing cabinet in the hut. There are a 95 medals, inscribed Great Oaks Gallop, which we can actually use for the Great Oaks Gallop in October. There are a number of medals, trophies and shields for events such as Quadkids and cross country, some were presumably not won or not claimed and can unfortunately not be used as they are dated.

Wendy had an invoice for £ 3,000 for Lydney parkrun, but the Lydney parkrun group has collected enough funding so the club will not have to pay towards the cost of setting up Lydney parkrun at all.

Our bank balance currently stands at £ 17,569.65.

The expenditure since the last meeting of £ 4,526 was made of purchase of club vests, which are being sold to members, Leadership in running fitness course for Julian Boon and Stef Francis, Modification of hammer net posts, EA membership, track hire and electricity, preparation of ground for the new hut, relay teams entries and some minor miscellaneous admin items.

The income of £ 3,826.71 was made of track fees, sale of kit, the grant from Coleford town council for the hammer net, membership fees, payments for travel to Swansea and entries to the Yorkley Gallop.

Wendy queried if Vicky Logan is doing a Leader in running fitness course as a cheque had been written for this course, but has not yet been cashed.

We had a request from Ian Farr to also do the Leader in running fitness course, but we have not yet heard when he would like to do this.

Expected expenditure in the near future:

Electricity supply for the new hut £ 600.00

Completion of Throwing area with storage container: approx. £ 1,200

5. New Club Hut

We all agreed that Chris has done a fantastic job sorting the new club hut. It has now been moved into the correct position and we have got permission to install water and electricity supplies to it.

It would be helpful if we could find someone with a machine to dig a trench for the water supply.

Chris has sourced a Hot Water Boiler through Roy King for £ 800 and Walter Leach will install the electrics to the hut.

We now require some kitchen and office furniture and we agreed that we could buy a cheap desk and some kitchen units with sink. A dishwasher for the parkrun mugs should be bought from the parkrun funds that we are currently holding. Need to agree this with Dave.

In total we will need to spend another £ 2,000 for electrics, water boiler and furniture and Chris is going to purchase units etc as trustees have approved the expenditure.

The last job will be to install the grass mats around the huts. The cost of these will come to approximately £ 600.00.

6. Membership report

The current membership stand at 443 members. It was decided that after taster session we cannot allow non-members to train anymore.

7. Junior Training

After a serious incident at Junior training on Saturday it was decided that unless we have coaches for each of the age groups we cannot go ahead with training for all groups, as it is not possible to deliver good quality coaching and keep the children safe if there are too many children per coach.

Coaches will have to inform Dave by Thursday if they cannot attend a training session (some circumstances, such as illness obviously cannot be planned for). If we do not have enough coaches available we will cancel the non-competing age groups, i.e. U7s and U9s first with their coaches moving up to help with the older age groups.

Kate has investigated a text messaging system which would allow us to text the parents of the children concerned if their group is cancelled. The cost of this system would be £ 29.00 per year with £ 0.04 per text message. The trustees agree that this would be worth setting up and Stef will let Kate know to go ahead with this. **Action: Stef**

Pete was asking the question again if we should put a cap on Junior numbers until we have more coaches available. He is not keen on the idea and would still prefer to coach children who are willing to compete on Tuesdays and allow everyone to come to training on Saturdays. This will have to be discussed further with Dave and Andrew.

Pete pointed out that an assistant coach is allowed to be left alone with children, according to EA standards.

Kate has asked for a poster for parents, which explains why parents of the younger children should not leave their children at training unsupervised and also asks for more help from parents. Stef will speak to Dave to agree this poster. **Action: Stef**

On the subject of safety: Clubmark requires all committee members to be DBS checked. We therefore need to ask Ian James to complete a DBS check.

8. Presentation Evenings

We agreed that we are once again holding a Junior presentation evening. Pete stated that Dave will sort out prizes for the Juniors. **Action: Dave**

It was suggested that we ask Kate if she would organise the Junior evening again, as she did such a fantastic job last year. The suggested date for the evening is the 14th of November. Stef will ask Kate if she could sort this once again. **Action: Stef**

The best suitable date for the Adult presentation evening would be the 28th of November, as all the championship races will have been completed by then. It is unlikely that the New Inn in Viney Hill will be big enough for this and it was suggested that we should look at another venue, such as Viney Hill St Swithins club. Stef will let Sharla know of date and suggested venue. It was also suggested that we could ask Martin Drew if we could get his band to play that evening. **Action: Stef, Sharla**

9. Any other business

Sharla passed on message that she is looking into cost of a defibrillator. Apparently the British Heart Foundation are matching any funds an organisation can raise towards the purchase. Sharla to look into that. **Action: Sharla**

Chris checked with the trustees if it would be acceptable if the club made up any shortfall on the hire of the mini buses for the wineathlon, as some people dropped out last minute and there may be a very slight shortfall. The trustees agreed to pay this if necessary.

The coaches for Swansea are booking up nicely and Chris had payments from most members who have booked seats. He sold about 75 places and there may be some more people joining.

Forest Mile:

Cherry and Chris H will be doing the results. Pete is still looking for some time keepers and Jacqui had some people already offering to help.

We will hold a cake sale and a second hand running clothes sale to raise funds for the Swansea coaches.

Pete suggested that we should have a beginner's race for the 0-5 k groups, as they would not feel confident enough to enter other races. As we always start with a slower heat this should not be a problem

The meeting ended at 10.00pm

The next meeting will take place on Tuesday, 20th of October.

