

## Minutes for Committee Meeting 20<sup>th</sup> October 2015, Fountain Inn Parkend

Present: Pete, Richard, Jacqui, Jools, Wendy, Chris, Dave, Cherry Ian, Sharla, Stef

Apologies: Graham

### **1. Minutes of last meeting and matters arising**

The EGM was held on Tuesday, 13<sup>th</sup> of September, the members present voted unanimously for the amended Constitution and David Jenkins has now send the amended application off to the Charity Commission for approval.

Pete has changed the Grievance Procedure to be in line with the constitution and he will let everyone have a copy of the revised grievance procedure. **Action: Pete**

We did not go into any more details regarding the last minutes as some of the items were on the agenda for this meeting again.

### **2. Treasurer's Report**

The current balance in the account is £ 16,990.63.

Since the last meeting in September we had an income of £ 2556.78, which was made up of Membership fees, income at the Forest mile, track fees, Coaches to Swansea and Worcester, kit sale and the Yorkley Gallop.

The expenditure of £ 3575.80 was made up of the cost of coaches to Swansea, EA memberships, expenditure for Yorkley Gallop, the new throwing hut, laptop for adult registration, a water heater for the new hut, hire of the hall for junior presentation, medals and trophies for Forest mile, race licence for Christmas Tree race and the Gwent League affiliation fee.

We are still expecting some more cost for the Yorkley Gallop (St John's Ambulance and prizes), but we will be making around £ 600.00 of profit and the committee agreed to donate £ 300.00 to The Great Oaks Hospice again.

We have received the two grants from Forest of dean District Council and from Gloucestershire County Council on behalf of Lydney parkrun and we have now paid the invoice from parkrun for the setting up costs of Lydney parkrun.

### **3. Membership Report**

We now have 473 members in total of which 200 (130 over 18) are affiliated members. 200 of the total number of members are Juniors under the age of 18.

New members joining in January will once again be entitled to the discount of paying the annual membership in full in January 2016 which will then cover January to March 2016 plus the whole of the membership year 2016/17.

The EA affiliation fee will go up to £ 13.00 for all members over the age of 11. (ie. Under 13s and up)

It has been noticed that an individual has not joined the club as a member, but seems to register at some races as a Forest of Dean AC member. It was suggested that we will remind that individual that they will have to join the club if they register at races as club member. **Action: Pete**

#### **4. Coaches Report**

Dave said that coaching was going well, but there are too many Juniors and not enough coaches, although there are now more willing parent helpers.

The problem is that, according to EA all parent helpers and committee members should be DBS checked, but since the DBS checks are done online it seems to be impossible to do a DBS check unless you are signed up for a coaching or officials course. We are therefore currently getting self - certificates for parent helpers.

Dave is looking at a new system for Junior registration such as a bar code/ swipe system with photo ID. Apparently the Gym Club at 5 Acres uses a system like that and Dave will have a look at theirs. **Action: Dave**

The text message trial system went wrong and some members were not very happy about the message that seemed to be difficult to understand and didn't make sense to those without children. We are now asking parents for their preferred phone numbers, so the message can be send out to the relevant people. It is still work in progress, but once the system is set up correctly it should be a good way of communicating with the parents.

Dave told the committee about the very successful Primary Schools Cross Country competition which was held at Lakers today. There was a huge turnout of teams from schools all over the Forest and we saw some amazing performances.

Pete said the new 0-5k and the 5-10k improvers groups at Coleford and Lydney are a huge success again, with about 80 runners joining the group at Coleford. Daren Smith, Caroline Rickards and Martin Walby have all asked to go on a Leadership in Running Fitness Course, which the committee agreed to finance.

Claire Morgan has booked to go on a Course to support partially sighted runners and we should check if anyone else would be interested in doing this course. The club

will pay for this course. We could then perhaps work with the Forest Sensory Service to help partially sighted runners.

## 5. Presentation Evenings

For the adult presentation evening we will need the following trophies:

Men/Women Championship 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>

Men/Women Age graded Champion 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

King/Queen Mountain

King/Queen Road

Track and Field Championship Men/ Women

Member of the Year

We will also require the following Team Prizes:

CWR Masters Team 3<sup>rd</sup>

Gwent League 2<sup>nd</sup> in Division (men)

Gloucestershire League Ladies masters 3<sup>rd</sup>

Senior men Avon League 2<sup>nd</sup>

Chris will sort out all trophies needed for the evening.

It was also suggested that we should have a most improved runners/ newcomers trophy. **Action Chris**

It was asked if there could be another incentive to get people to join in with the cross country races.

Jools explained that he is going to award the points for cross country in a different way in the next Championship year. There will be points for all cross country races and the scores will be adjusted to take into account how many runners overall were in each race to make it fairer to those who run in the busier races.

Jools was asked if he could explain the Championship a bit more at the presentation evening to give members a clearer idea of what is involved.

Pete was asking if we should award people who volunteer as officials or marshals on a regular basis. We did not agree this tonight, but Dave and Pete mentioned that we should invite Ted Johnson, who officiates on behalf of FODAC at many track and field and cross country events, to the presentation evening. **Action Dave**

The Junior presentation evening will take place on Saturday, 14<sup>th</sup> of November at Viney St Swithins Club. Stef has booked a disco, the committee agreed to the cost of £ 120.00 or £ 130.00.

The Junior coaches will all present the awards to their age groups.

Pete will not be available at the Junior presentation evening.

## **6. Update and requirements for new hut**

Chris gave us a brief update on the progress made in the new hut:

The kitchen units are being installed, the water out of the hut has been installed internal plumbing will be done by Roy King. Walter will finish the electrics next week and the hot water heater is in place.

We received furniture from GSK and we may still need purchase small dish washer if we can't get one from GSK.

We have volunteers coming during half term to paint the inside of the hut.

We still need to build a step into the hut and should install a light at the front of the hut. It was also mentioned that we could do with another light at the entrance from the car park between the old huts. Chris mentioned that we could have solar powered lights there. Chris will also look into ordering another sign for the new hut.

The grass mats are still to come. Chris will order them as soon as possible. **Action: Chris**

Pete thanked Chris for all his hard work in getting the new hut and sorting the installation.

Pete has got the new laptop for the adult registration, which will be used when the new hut will be open for use.

## **7. Prizes for the Christmas Tree race**

Jacqui and Chris have looked into prizes for the Christmas Tree race and it was suggested that we should give out Mini Christmas Puddings as prizes this time. The committee agreed that this would be a good idea and Jacqui will organise these.

**Action: Jacqui**

## **8. Any other business**

Jools said that he found it quite easy to do the results without the times by entering runners as they came in on a spreadsheet and entering the times from the stop watch afterwards, but suggested that it may be a good idea to hand out barcodes as runners finish, so that positions can just be married up with bib numbers and then the times can just be taken in order from the stop watches.

Another way of entering results more efficiently would be to have a long finish funnel, so that the time keepers have enough time to write bib numbers and times down without people overtaking at the last minute.

Dave tried the system he has been given on Sunday and it worked quite well, but there are still some teething problems and we could do with another trial before we use it for a race.

London Marathon Ballot: We discussed if a member who is not an affiliated member should be given a ballot place, as it is the number of affiliated members who actually dictate how many marathon we can get. It was agreed that we did not make this clear in the rules this year and therefore we must honour the draw, but that is must

be included in the rules for next year's draw. We will have to look at the rules and publish them early, when members enter the official London Ballot.

Chris asked if we could get the places, we were offered by Rogue Runs for our members running the Severn Bridge Half, to raffle them at the presentation evening to raise funds for the defibrillator. **Action: Stef**

Defibrillator: Sharla said that she has been given the thumbs up by the Forest of Dean District Council for a £ 500.00 grant towards this as long as the West Dean District Council agrees. She is still waiting for confirmation of this.

Pete asked if it would be possible to purchase a large digital timing clock for the track, which will help with coaching especially in the evenings. Pete will look into the cost of this. **Action Pete**

Pete also confirmed that the college have now agreed that we can have a Forest of Dean AC sign under the college sign. Pete will look into purchasing this too. **Action Pete.**

The meeting closed at 10.10pm

The next meeting will be on Tuesday, 17<sup>th</sup> November 2015