

Minutes of Committee Meeting, 3rd May 2016

Club Hut, Five Acres

Present: Andrew K, Richard, Wendy, Cherry, Chris, Ian, Andrew B, Jools, Stef

Apologies: Bev

1. Minutes of Last Meeting and Matters arising

We still need to organise a road racing official for the Blaisdon road race on the 26th of July. If Pete is not going on the course, perhaps we could approach Paul Dodd to help out on this occasion. Jools will find out and has also agreed to act as race director for this race. He will also find out if we have to have to course re-measured. The police are ok with the race to go ahead. Jools will also check with Jacqui, what has already been arranged and what needs doing for this race. **Action: Jools**

The Forest Mile went well. Cherry did a great job with the entry forms, which helped to group runners in suitable heats.

Pete had been trying to buy a second hand pole vault mat, but we have not heard any further details. The committee decided that we cannot look into other large purchases like this until the current project, such as the throwing area are complete.

2. Treasurer's Report

The Income since the 1st of April came to £ 3,758.81, which was made up of Membership fees, Race entries and refreshments for the mile, Sale of club kit, Quadkids competition entries, training fees, and 0-5k donations. Our expenditure came to £ £3,050.00. This amount includes EA affiliation fees, Prizes for Mile race, club kit, Quadkids expenses, Forestry commission fee for Fountain Five, Admin, refreshments for AGM and presents for retiring committee members, stopwatches, tape measure and a coaching course.

The current bank balance is £ 13,084.24

Andrew B offered to help with photocopying and other admin, which he can do for the club to cut costs.

Wendy had change of signatories form back from bank, which will be completed for the new Chair to become a signatory on the account.

Wendy was given a bill for the text messaging service for juniors from the coaching team, as this seems to be outstanding. The invoice came to £ 79.00 and will be paid as soon as possible. However, reading the details on the invoice we would be expected to pay £ 500.00 per annum plus a fee for each text message sent for this service to continue and as we have not sent any text messages in the trial period it seems an unnecessary expense and the committee have decided not to continue with this service.

Wendy is happy to register the club for Gift Aid and she will claim the Gift Aid, once the club is registered. **Action: Wendy**

3. Membership Report

If every one of the 2015/16 members, who have not yet paid their membership, renews the club will have 524 members.

At the moment only 186 members have renewed their membership. Cherry is dealing with 38 queries and 1 was not processed at the time of the meeting. 8 members resigned from the club which leaves 299 unpaid members.

Cherry questioned with Andrew B what happens to 0-5k members when they have completed the course. He explained that they are asked to join the club and that most of the 5-10k group have joined the club, although we need to check this.

4. Fountain Five / Race Calendar

We need 13 marshals for the race and also helpers for registration and car parking in the village. Cherry will ask Rob and Brian to help co-ordinate the race as they are familiar with the route.

Jools was asking if we had made arrangements for first aid cover. St Johns have been booked by Jacqui. Jools queried if it would be cheaper to use SARA. We should bear that in mind for the next races.

We decided to just give prizes for the 1st male/female and age categories this time as we are charging a reasonable £ 8.00 for pre entry including a free drink in the Fountain pub afterwards.

Andrew B is going to see if he can get race numbers printed at a low price and he will also photocopy flyers to take to Hereford, Rose Inn and parkrun.

We need a video camera to record the race finish to make the processing of results easier. Could we borrow the parkrun camera?

We also need to check with Jacqui if we could have some help from the canicross club to help with this race, as many of our members helped at the Mad Dog Jog.

Cherry will compile a volunteer list for race day and a working party prior to the race to clear the course. **Action: Cherry**

Race Calendar: Yes, we will be able to organise the races that we have planned for this year. Cherry, with help from Stef and others will organise the Fountain Five Race, Jools is going to be race director at Blaisdon 10k, the Autumn mile will be organised as a joined event. Jacqui has already offered to organise the Christmas tree race. We will just have to find a race director for the Yorkley Gallop.

We need to check what rules there are for First Aid cover races in general. **Action: Jools.**

5. Gapping key posts and impact

As we currently do not have a head coach there is no direct communication between the coaching team and the committee. This also means that there is no direct communication with the Junior section. We therefore need to ensure that the committee feeds decisions back to the coaches.

We also need to make sure that any welfare issues are addressed as and when necessary, but all welfare issues should be referred to Richard, who will then discuss them with the Club's Welfare Officer.

With regards to health and safety we need to ensure that coaches need to have the medical forms for their age group available at competitions, so that they have contact details and any medical issues, should they be required. Stef is currently compiling these files, which should only be accessible to the coaches or committee members with DBS clearance. **Action: Stef**

6. Coaching Audit

The welfare officer is currently conducting a coaching audit. The committee wanted to know who actually requested this audit as England Athletics have all the details of our current coaches on file. Richard will investigate. **Action: Richard**

7. Membership renewal, EA affiliation fee track fees

We need to encourage all members to pay their membership fees as soon as possible. Some members don't seem to understand the EA affiliation fee. This fee of £ 13.00 per person for the year needs to be paid for all members who wish to compete on behalf of FODAC in cross country, track and field and also by those members who claim the club affiliation discount when entering races. This is explained on the membership form, but we will send a reminder in a newsletter and post on facebook. **Action: Stef, Cherry**

It has been noted that some people are not aware of the £ 1.00 track fee which should be paid for each training session, regardless if training takes place on the track or in the woods. Wendy will try and reconcile the number of people signed in for a training session with the amount of money collected and we will send reminders in the newsletter and on facebook. **Action: Wendy, Stef**

8. 0-5k, 5-10k and 10-20k groups structure

The committee have no understanding or control over these groups.

Although the concept of the 0-5k groups is excellent as it gets people involved in sport and fitness, there seems to be no structure to the groups and their members. Originally these groups were set up and run to feed into parkrun, with parkrun being the 'graduation run' for the 0-5k groups. We then would have expected a few people to join the club through parkrun. It is not clear to the committee how many of the groups' members have actually joined the club, but comparing the number of people who seem to train on Mondays, Wednesdays and Fridays there don't seem to be many new members from the groups.

We do need to have a structure so that the people and coaches are supported. We cannot run groups if we may not have any coaches available on some nights and although the groups are run under the Run England banner the club does have a certain responsibility towards the groups as the club's facilities are used and the groups donate towards the club.

It was also noted, that we do have to have a break between courses and not offer continuous groups throughout the year.

We need to think how we can move forward with the groups and speak to the coordinators how the groups can be included into the club, once the first 0-5k course has been achieved. The committee would like to invite Peter Compton to a committee meeting to discuss this further.

9. Hurdles and other equipment

Cherry had been approached by a parent to say that the hurdles the junior use in training are unsafe and was asked if they could be replaced. The committee decided to ask the coaches for a wish list to replace existing equipment.

10. Throwing Area/Throwing Hut

The Throwing hut and throwing area needs to be finished so that the Junior Hut can be refurbished and made usable for the Juniors. Chris is very happy to sort out the junior hut as long as all the throwing equipment has been moved out. If we could get Andrew Compton and Pete to clear the hut then we can set up a working party to help the juniors make it their own space.

Jo Edwards has said that the Co-Op do work in the community days and she could organise help to paint the hut. **Action: Chris**

11. Safety

It has been noted that some younger juniors do not listen to instructions from adults at the club. As this is for their own safety we all need to be aware and tell children when they put themselves or others at risk (for example climbing onto equipment or playing on doors etc.). If the children do not follow instructions then we will have to tell their parents to make sure they do as they are told. It is up to the parents to remind children that their behaviour has an impact on the safe running of the club and any child or parent unable to comply may have to be asked to leave the premises.

12. Any other business

Richard had been approached by Junior parkrun to see if the club would buy a feather flag for them. Richard explained that he declined as Junior parkrun, just like the 5k parkrun should raise money through their cake and tea/coffee sales to finance purchases like that.

Chris asked if we could look into replacing the FODAC feather flags, as they are missing parts. We will look into the cost of the flags.

Andrew B asked the committee to make up a shortfall of £ 76.00 on the cost of the coach to the Hereford 10k. Although not many of the people going to the race are club members the committee agreed as the 0-5k group donation will cover the cost for this.

It has been mentioned that there seem to be a few young juniors taking part in the adult training sessions. This should not be encouraged and we should only allow juniors from U15 upwards to take part in adult sessions at the discretion of the coaches. Younger juniors should train with their appropriate age groups.

The committee decided not to have a committee meeting on the 17th of May, but to meet straight after training in the club hut with volunteers for the Fountain Five to allocate jobs. Stef should cancel meeting room at Fountain. Normal meetings will commence on the 21st of June.