

# Minutes of FODAC Committee Meeting, Tuesday, 15<sup>th</sup> of November 2016

**Present:** Andrew K., Richard, Wendy, Cherry, Jools, Simon, Alan, Chris, Dan, Stef

**Apologies:** Ian, Bev, Andrew B.

## 1. Minutes of last meeting and Matters arising

We have not had any more problems from either school or college. The action we have taken re parking and toilets seems to have worked.

Stef will put details of the 2017 Club Championship on the next newsletter and we will have to give Steven Harris access to the website, so he can post directly to update results tables. **Action: Stef, Chris?**

## 2. Treasurer's Report

Since the last meeting on the 11<sup>th</sup> of October we have had a total expenditure of £ 2,281.67, which was made up of Sports Hall Hire for October and November and for sportshall competitions, Race prizes, EA membership fees, track hire and electricity charges, costs of Junior presentation evening, St Johns Ambulance for Yorkley race and various items for the Junior Hut and the Throwing area.

The income, which was made up of training fees, membership fees, 0-5k donations, Yorkley Gallop entries and refreshments, kit sales, Sportshall competition and online entries to Yorkley Gallop and Christmas tree race came to £ 3,142.69.

The current total bank balance is £ 17,573.81

The Yorkley Gallop race gave us a total income of £ 1,435.18, which means that after expenditure of £ 522.71 we made a profit of £ 912.47

The committee decided to donate £ 500.00 to the Great Oaks Hospice. Stef will arrange for someone from Great Oaks to come and visit the club on a Tuesday evening to receive the cheque. **Action: Stef**

## 3. Membership Report

We now have 473 members (272 adults and 201 juniors)

Cherry investigated the possibility to renew membership on-line.

There are three options:

- We continue as we are, with people filling in forms. Many forms were filled in incorrectly and Cherry had the very time consuming task of resolving issues before memberships can be processed.
- Malcom Shergold solution

A bolt on to the club website, the forms stay the same, Cherry will receive email to then process membership. Personal data would be temporarily held securely on the internet and then transferred into an excel database. Medical information would still have to be collated manually on paper forms.

This system would also allow the collection of payments to our races.

The cost of this would be £ 100.00 initial set up fee and then a licence fee of £ 50.00 per annum.

Ongoing paypal cost would be 3.4% +20p per transaction. Based on the amount that has been paid this year this would have cost us £ 267.00 plus the set-up and Licence fee.

- Pysubsonline

This is a well known Online subscription service which seems to be used widely.

There is no set-up cost and the charges would be as follows:

Transaction up to £ 10.00 are charged at 2.95% if paid by direct debit or 3.95% + £ 0.20 if paid by card.

Transactions over £ 10.00 would again occur 2.95% if paid by direct debit or 3.95% + £ 0.50 if paid by card.

If we assume that most members would renew by card, based on what has been paid so far this year the charges would be £ 363.00.

We could build in a discount for early settlement of renewal fees. The personal data would be held securely on-line, the system keeps track of first aiders, DBS checks and coaching certificates and all medical data could be accessed by a select group e.g. coaches via smartphone.

This solution could also be used to receive online payments/entries for races. We currently pay an 8% charge to Run Britain for each online booking, so the reduction in race entry collection fees would offset some of the costs of implementing the online subscription system.

The committee decided that Pysubsonline seems a very good system and Cherry confirmed that it looks very user friendly. It was decided that Cherry should book a demonstration with the company. **Action: Cherry**

#### 4. Future FODAC races

Jools asked the committee if we would like to host a second Blaisdon 10k, as there was traditionally a second race on the first May Bank Holiday. The committee were not too keen on the race being held on the bank holiday, as it is the day of the Devauden races, but are happy to host a second Blaisdon race. Jools will look into dates for this.

There is also an option to host a 5k series of 4 races at the White Horse, Sandhurst, near Gloucester, but we felt that we are hosting plenty of races and seem to be struggling to have enough volunteers without adding a race series to our calendar. Alan suggested we could arrange a trail relay race, similar to the Rose Inn Relays for example on the parkrun course. We will have a think about this with regards to

space etc. and perhaps arrange for a trial race with our friends from Chepstow and Monmouth. To be discussed further at next meeting.

#### **5. Junior Hut (final expenditure)**

We still need floor covering for the Junior hut.

The options are a free carpet from Alan, hard wearing carpet tiles or laminate flooring. Chris is happy to put carpet tiles down and this seems to be the best option. The cost would be about £ 150.00.

Chris also asked if we should put some more rubber mats outside the new entrance of Junior hut, as this area seems to be very wet. The cost of this would be about £ 200.00. The committee agreed to this too.

#### **6. Prizes for Adult Presentation evening**

We will have to get the following trophies back by the end of next month:

Men's champion

Ladies' champion

Men's age graded

Ladies' age graded

Yorkley Dash and Carol Jones trophy to be engraved

Stef will ask in newsletter **Action: Stef**

For the presentation evening we require 17 mementoes:

3 for men, 3 for ladies champions, 6 age graded champions, Carol Jones and Yorkley Dash, Best Newcomer, Most Improved and Member of the Year.

We decided that we will also award best male and female track and field athlete of the year. Jools will look into the track and field performances. **Action: Jools**

Stef will produce some forms for members to vote for the Club Member of the Year and will inform members of the vote in the newsletter. **Action: Stef**

#### **7. Throwing cage and throwing area**

Chris has received confirmation of a £ 2,000.00 grant which he had applied for from the Coop. He applied for this grant specifically to be used for the throwing area and this money cannot be spend on anything else. We need to speak to Pete and Andrew to get the throwing area finished. Chris stated that the money could be spend as follows: £ 500.00 for new netting for cage, £ 500.00 for electricity supply, £ 500.00 for flooring and the remainder to finish the area.

#### **8. Run England Groups**

Pete is running the 0-5k groups under the Run England brand, as all coaches are Run England qualified run leaders and are insured through this.

FODAC will support these groups as long as the school is happy with the use of the track for the groups.

## 9. New Kit

Vanessa has done some research into suppliers of new club kit.

There are a number of companies such as Scimitar, Xeon and Fast Trax, but none will hold stock for us. We would still have to order in bulk and hold stock or ask members to place orders and we order when there are enough orders to place a minimum order with the supplier.

Fast Trax seemed to be the best supplier as their designs are very modern and can be customised. They would charge a £ 50.00 set up fee and the vests would be £ 18.00 each.

We would like to find out if they would also supply t-shirts and crop tops. **Action: Rich/Ness**

## 10. Safeguarding

The welfare officer has spoken to Andrew about safeguarding courses and self-declaration forms.

Andrew Compton, as one of our Junior coaches must attend a safe guarding course, as this is required by England Athletics for all Junior coaches.

Best practice also states that all individuals who help with any junior coaching sessions should complete at least a self-declaration form.

As this seems rather impractical, especially if an individual only helps very occasionally the committee have agreed the following:

All coaches who lead a group need a DBS check and have to attend a safe-guarding course. All regular helpers need to complete a self-declaration form and should never be left unsupervised with any junior athletes.

Anyone else who occasionally help with events or training sessions (sportshall competitions, quadkids, tidying up at training sessions) should never be left unsupervised with any junior athletes.

The meeting ended at 9.30pm.

The date for the next meeting is to be confirmed.