

Minutes of FODAC committee meeting, Thursday, 16th of February 2017

Present: Andrew K, Cherry, Wendy, Dan, Alan, Simon, Stef

Apologies: Richard, Chris, Jools, Andrew B

Not Present: Ian, Bev

1. Minutes of Last meeting and Matters arising

Andrew Compton still has to complete the online safe guarding course. Stef will remind him. **Action Stef**

The Spring Mile will take place on the 2nd of May. Dan is speaking to Pete Compton to organise officials. We will need flyer to advertise the race. **Action: Dan**

Fountain Five will take place on the 25th of May. Pete has confirmed that he will be race adjudicator. Dan has applied for race licence and is also awaiting confirmation from the Forestry Commission. The Forestry commission have requested that we mention that there is a canicross race too, as , apparently, we did not mention this before.

There will be a free pint for all runners and volunteers. Stef will liaise with the Fountain re numbers nearer the time. **Action: Stef**

Hopefully we will be able to offer online entries through the new membership system. We can advertise the race as soon as the membership system paysubsonline goes live.

The Club Championship points for Lliswerry and Staverton should stay as they are as there was a breakdown of communications. There is no conflict of interests as neither Steve nor his wife ran in either race, so it should not cause any problems.

Tuesday night coaching: Walter has returned to more regular coaching, which is great news. He cannot coach on the first Tuesday of the month, but Jools will coordinate the coaching for when Walter is not available by giving other coaches/run leaders notice if they are required to take the session. **Action: Jools**

Iconic Race for the Forest of Dean: Unfortunately, the councillor did not reply to Andrew's invitation for a meeting.

Lydney Festival: Andrew will speak to Walter again to get more details, so we understand what is needed from the Club. **Action: Andrew**

Fell Race Series: The first race took place at the end of January and was attended by About 10 runners. The next race is Tor-y-Foel on the 18th of March, which is unfortunately the day before the Forest Half Marathon.

2. Treasurer's Report

The expenditure since the last meeting came to £ 1,440.56 which covered the costs of gym and toilet hire, senior awards, England Athletics fees and some engraving for the Christmas Tree Race. The income was £ 961.08 which was made up of membership fees, kit sale and training fees. The bank balance as at 15th of February was £ 16,833.14

Cross Country payments: After three races in the Gloucestershire League we have spent £ 290.00 plus the £25.00 affiliation fee, which means we owe £ 15.00. We will pay the balance after the last race this weekend.

In the Gwent League after 4 races and the affiliation fee there is still £ 100.00 left from our original payment of £ 300.00, looking at the race entries so far, we should have money left after the end of the season.

We did not have to submit an annual report to the Charity Commission for the year ending 31st of March 2016, but we will have to submit a report after this year's year end (31st of March 2017). We agreed to ask Sharon Stratford again if she would audit the accounts for us. She charged us £ 50.00 which seems very reasonable. Stef will contact her. **Action: Stef**

Wendy is currently processing the first Gift Aid Claim. It looks like she will be able to claim between £460.00 and £ 500.00 in Gift Aid.

She will then make another claim after the majority of the annual membership fees have been paid.

3. Membership Report

We currently have 492 members of which 217 are Juniors. 327 members are part of families on the family membership.

Cherry has set up the paysubsonline system and has started to process new memberships through the system, which seems to be working well. She had the mammoth task of entering every member's medical details into the system. So, all members have to do when renewing their membership online is to check the details and make amendments where necessary. THANK YOU, CHERRY!

The paypal payments are set up and working and Cherry is dealing with the Direct debit payments at the moments. The links to the new membership payment system need to be embedded in the website. **Action: Dan**

4. AGM

We decided that the AGM will have to be in early May, as Wendy has to get the accounts audited and signed off. **Action: Wendy**

Andrew will give us dates for early May and Stef will book venue. Hopefully we will be able to book the downstairs room at Rising Sun, Moseley Green. **Action: Andrew/Stef**

5. Cotswold Way Relay

Jools has offered to coordinate the Cotswold Way Relay again this year. The club will be paying for 4 teams again. Perhaps we can check with Chepstow Harriers if we can share their minibus again to help with logistics. **Action: Jools**

6. Floodlighting and track maintenance

Walter has confirmed that it would be possible to add additional flood lights to the track, although it may be expensive. Richard will ask for a quote and liaise with school to see what can be done. **Action: Richard**

Re-surfacing of the track. Pete has a contact who would deliver the redgra for free and we would need a working party made up of club members and members of the other groups who use the track to help. Andrew has not yet had a reply from the school and will speak to them again. **Action: Andrew**

7. Vest designs

The survey for the new vest design has gone out in the newsletter and will be ending on the 28th of February.

Once design has been agreed we will order new vests.

The old vests are still accepted by England Athletics and will run alongside the new design, so members do not have to purchase new vests to compete. We will, however, not order any more vests of the old design. Any old stock remaining when we are able to sell the new vests will be sold half price. We will check with the new supplier if we will also be able to have t-shirts, long sleeved shirts and crop tops in the new design. **Action: Richard/Ness**

8. Run Leaders

Pete has asked if the club would be willing to pay for some more run leaders, as Nick Lord and Claire Walby have expressed an interest. Vanessa Pegler has also offered to attend the run leader course.

The committee agreed to pay for the courses providing they benefit the whole club, so we could offer different paced groups for Sunday social runs, on Tuesday evening summer training sessions and Thursday evening summer socials too.

9. Any other Business

Cherry and Stef checked if the attendance register on a Tuesday evening matched the amount of money we receive in track fees each week. It is there or thereabouts, but we should have a new register which clearly states members £ 1.00, non - members £ 2.00 and we will continue to mention that we require athletes to sign in. The paysubsonline system offers the possibility to sign in electronically and then pay for any attended sessions once a month by direct debit. This would be ideal for the junior registration too and save a lot of time collecting and banking track fees. We will have to see how well the system works before we are looking into this option in more detail and we will discuss this further in June.

Safety of equipment in the hut: As the hut is sometimes left open and unattended it may be worth putting all computer equipment such as laptops, parkrun laptops in a cupboard out of sight. We will mention this to the coaches and parkrun.

We were offered to purchase some equipment from Severn AC, but it seems that Pete has not been able to get in touch with them.

The Junior Coaches have submitted a request for the purchase of sportshall equipment for the next winter season.

The reason why they require more sportshall kit is that we have a large number of juniors training in two locations and we do not have enough kit to keep all children active during the sessions. This then results in children getting bored and not focussing on the sessions, which makes the coaches' job much more difficult.

Andrew C talked the committee through the list of required items and it was agreed that we will purchase the sportshall equipment (£3,587.25) either new, or, if we are able to get usable equipment, from Severn AC

The committee asked why we had not received a summer kit list and Andrew stated that most of it will just be maintenance of kit, but that the coaches can get a list of the involved costs too. The sportshall kit is not required until the autumn, so can be purchased anytime. Storage for the sportshall kit will be in the small equipment store at the entrance to the track as all the throwing equipment will be moved once the throwing net is up (this coming Saturday, 18/2/17).

Andrew C. will also find out if/ when we can have access to the high jump mat, which belongs to the school. The mat was moved when the old storage hut was dismantled. Some of our junior athletes are very keen to have the opportunity to train for high jump events this summer.

In future it would be good if we could have a concrete base and high jump mat cover, so the high jump mat could be permanently outside and easily accessible. We will have to discuss this with the school.

Andrew explained that the coaches will get together again during the summer to plan any further equipment requirements.

Andrew K will inform Pete of our decision. **Action: Andrew**

The meeting ended at 8.30pm

The date for the next meeting will be confirmed.