**Minutes of FODAC Committee Meeting**

**Tuesday, 13th of November 2018**

**Present:** Chris, Alan, Cherry, Wendy, Jo, Nick, Andrew, Stef

**Apologies:** Dan, Andrew, Lisa, Vicky, Melissa

1. **Minutes of Last Meeting and Matters arising**

The minutes were found to be a true record.

The EGM was held on the 6th of November and the members present at the EGM voted in favour of the amendments of the Constitution.

Stef will change the document and Alan will add it to the website and Wendy will send a copy to the Charity Commission. **Action: Stef, Alan, Wendy**

1. **Treasurer’s report**

The Income since the 1st of October was £ 2,513.76. This amount was made up of Membership and EA fees, Yorkley Gallop entries, Christmas Tree Race entries, Halloween relay entries, Sale of club kit, Training fees, 0-5k donations and donations to parkrun.

The expenditure of £ 2,314.73 was made up of Tabards for the mental health Champions, Donations to the two mental Health charities (Cross Roads Care and Teens in Crisis) from the mile races, EA fees, race numbers, hire of track/toilets/electricity, chain and padlock for throwing area, Gloucester League Cross country entries, sports hall hire, Donation to Great Oaks from Yorkley Gallop, Outdoor lights and Gym Hire.

We still have a balance of £ 49.00 for the Gwent League Cross Country, so will have to top this up after the next race.

The Christmas Tree Race is fully booked and we have started a waiting list.

We decided to serve soup again after the race instead of cakes.

We still need a number of marshals for the race, so we will keep asking on facebook.

1. **Membership Report**

We currently have 420 members. (Seniors 267, U7 14, U9 26, U11 22, U13 36, U15 28, U17 22, U18 5)

1. **Coaching Report**

Andrew is very pleased how the new training schedule is working. He will post the new training times once more on Facebook, so that everyone is aware. **Action: Andrew**

He has decided that there will NOT be a break from training this month as the juniors need to train for cross country and sports hall.

The U17 athletes will not be able to compete in the YDL competitions next year unless they join Cheltenham as second claim members as we are not able to field a full team and Hereford do not wish to join teams next season. Cheltenham have agreed that our athletes may join them, but they are not guaranteed to be chosen for the Cheltenham YDL team as the teams are chosen on merit.

U 17 athletes do not have to join Cheltenham, instead they can compete in the Midland League and at the open events which will published early next year.

The Junior presentation evening and the Junior club championship went very well and it was agreed that Jo will administer the Junior Club Championship again for next year. Andrew asked her to include the next two Sports Hall events in the championship for next year, as he is hoping to have the presentation evening in October, instead of November. It was also decided that the next presentation evening will be late afternoon/early evening to allow the youngest athletes to attend too. The suggested venue would be one of the rugby club, as they usually have more room than Viney Hill.

1. **Authorisation of Payments**

Wendy and Stef received a fraudulent email (by someone pretending to be Chris) asking for a payment of £ 1,400 to an account without any further details. Wendy, Cherry and Stef were vigilant enough not to pay this, but we just wanted to confirm the correct procedure for any payments.

Paragraph 22.2 of the constitution states:

‘Any proposed item of expenditure of a value exceeding £ 100.00 must be agreed by a majority of the Trustee Committee either at a meeting or electronically. Proposed items of expenditure of a value up to £ 100.00 may be made following the agreement of two officers of the committee, one of whom must be either the Chair or Vice Chair. In all cases the Officers concerned will show proper consideration for the current and possible financial position of the club.’

We discussed that there would be no need for Wendy to ask for authorisation to pay for rent and sports hall hire or EA fees. Also, expenses to race organisers can be paid as we have authorised the race to take place, therefore any expenses need to be reimbursed.

1. **First Aid Training**

Mark Powell has offered to organise a First Aid course for all coaches and Run Leaders. The course requires a short online pre-learning session and then a six hour practical session with Mark.

We have decided to offer this, which will cost £ 30.00 per person for registration and the online learning to all current run leaders and coaches, unless they already have a valid First Aid Certificate. Mark has kindly agreed to do the practical session for the club free of charge.

Stef will email Mark to say that we would like to take a date in January and she will also invite all coaches and run leaders to do the course.

**Action: Stef**

1. **Club Championship**

We still need to work on some of the rules, as there is a query, how we are going to score the marathon and cross-country races. We will publish a programme of races until August, so members can plan all the races they wish to do. We will look at more races nearer the time as many races aren’t open for entries yet.

The full rules will be discussed by Alan, Dan and Harry and published very soon.

Harry and Andrew T are administrating the championship, it was suggested that one does the male championship and the other looks after the female championship.

**Action: Alan, Dan, Harry**

1. **Presentation Evening**

The Annual Presentation Evening will take place at Forest Hills Golf Club on Friday, 1st of February at 7.00pm.

There will be a buffet and a disco at the cost of £ 15.00 per person (actual cost is £ 16.00 each + the disco at £ 180.00). Andrew will organise a raffle to subsidise the extra cost.

Andrew will ask last year’s winners of the perpetual trophies to return the trophies by the end of December so that they can be engraved, ready for the next winners.

We will have mementos for 1st/2nd/3rd male and female club champion, 1st/2nd/3rd male and female cross-country and track and field athletes. One trophy for Best Newcomer (Cherry to send list to committee members of any members who joined since 1st of April) and one trophy for most improved athlete (also voted for by the committee). The club members are to vote for the Club Member of the year. We will provide voting forms from the end of December. Andrew will organise trophies as last year. **Action: Andrew**

Dan will sort out fell championship. **Action: Dan**

1. **Any Other Business**

Stef will organise some small gifts for the Junior coaches. These will be presented to them when they are going out for a meal in December.

Fencing off of car park: Alan is going to draw up a plan to show how we should park to maximise the space we have got to park in. He has had a meeting with the school and we are also able to utilise the car park of Park Road, as long as we do not park in the spaces that are reserved for the Gym and Gymnastics. **Action: Alan**

The reason why the car park is fenced off is that the transfer of the land from Homes England to the council has not yet gone ahead. Chris has been speaking to Councillor Tim Gwilliam, who thinks that once the transfer has gone through the fences may be removed.

We still need to find a throwing area as there is no way that we could build another safe area on the current site. Chris and Alan will approach Suntory as they have plenty of land surrounding the factory. Andrew would like to build a permanent structure which would require a 50x80m area for the throwing team. **Action: Chris/Alan**

Alan was wondering if we should hire a portaloo for the use of the club and parkrun, but it would be more expensive than renting the toilet from the school.

Alan tried to repair the timing clock, but it looks like it has been water damaged and cannot be fixed. We will leave it for the time being and perhaps look into purchasing another one next spring.

We need to increase the publicity the club is getting to make people more aware of the club and its members.

Stef will send some information about the Junior presentation evening to Mark.

Nick Lord will speak to Justine Jones, how we can improve the club’s profile through marketing.

We need to get Mark Williamson to set up an email address as press officer so that members can mail him with any race or competition reports they would like him to publish. The email address can then be linked to the website.

The FODAC against Chepstow Harriers mob match will take place on Thursday, 13th of December. So far, we have had a very good response from members and about 40 members have agreed to take part. Cherry will need to know prior to the event who will be running as the race will be chip timed.

The meeting ended at 9.00pm