



Committee Meeting

4th March 2018

The Edge 6 – 8pm

Present: Clare E, Clare M, Dan, Kay, Karen, Phil, Rebecca

Apologies: Sam

		Actions
1	<p>Minutes of previous meeting/outstanding actions</p> <ul style="list-style-type: none"> • Previous minutes reviewed, outstanding actions highlighted • LiRF – query re budget 2018 • Triathlon – Paperwork submitted. Graham and Aron responsible for triathlon finances. • Calderdale Way Relay coming up – already have 2 teams. 	<ul style="list-style-type: none"> • Dan to go to the bank to sort account access for Richard (for membership) • LiRF – Dan to let Kay know budget for next year • Becky/Dan liaise re payment for CWR entries
2	<p>Membership update</p> <ul style="list-style-type: none"> • 230 First Claim • 19 Second Claim • 40 Social Members <p>Membership fees 2018</p> <ul style="list-style-type: none"> • Fees for 2018/19 were agreed 	<ul style="list-style-type: none"> • Richard – launch Early bird on Thursday
3	<p>Finance Update</p> <ul style="list-style-type: none"> • £7,052 in bank – covering balance of deposits for club trip and triathlon money. Some outstanding items to pay. • Kay collecting trophies – will arrange invoice to go to Dan 	<ul style="list-style-type: none"> • Kay to ask Trophy Centre to send invoice to Dan
5	<p>The Edge – Tuesdays</p> <p>Re: Issues raised by the Edge</p> <ul style="list-style-type: none"> • Members have been offered alternative meeting point. Non-members would come through reception and pay £1. Discussed options, Kay to liaise with Edge. 	<ul style="list-style-type: none"> • Kay to continue to liaise with The Edge
	<p>Club Championships</p> <p>Road championship</p> <ul style="list-style-type: none"> • John Carr cancelled, need replacement – If any races are cancelled after 1st April then they will not be replaced. Discussed various races <p>parkrun championship</p> <ul style="list-style-type: none"> • Discussed obtaining future parkrun data 	<ul style="list-style-type: none"> • Richard to continue to look at club races • Richard looking at this with Stephen Milne

	<p>Matt Armstrong's Ultra Championship proposal</p> <ul style="list-style-type: none"> Discussed Matt's proposal. Kay to liaise with Matt. <p>Tom Thomas's proposal (cross country championship) Briefly discussed the Cross Country League. To discuss further at later meeting. Agreed to put Nationals (in Leeds this year) in the off road championship instead of Meanwood Valley trail.</p>	<ul style="list-style-type: none"> Kay liaise with Matt Kay liaise with Tom Discuss at next meeting
6	<p>Awards do</p> <ul style="list-style-type: none"> The committee welcomed Rick Pullan (club president) to discuss award winners. Thanks to Sam who has spent a lot of time putting together three presentations which just need finalising. Trophies are ordered and Kay is picking them up on Saturday. A large number of nominations have been received from members. Thanks – to get all nominees up and thank everyone for their effort? 	<ul style="list-style-type: none"> Kay finalise running order Dan send Kay spreadsheet of who has paid to enable her to cross reference with those who have won awards and encourage attendance
7	<p>Triathlon</p> <ul style="list-style-type: none"> Graham and Naomi continue to work on this 	
10	<p>PECO Update</p> <ul style="list-style-type: none"> Invoices received from all creditors – 50% to be sent to Rothwell. Full report to follow but £710 of profit shared between the two clubs (£355) 	<ul style="list-style-type: none"> Phil to write a full report
11	<p>Vests</p> <p>Kay, Richard and Phil had a discussion about the design of vests. There was also a thread on FB which showed strong feeling for the current design. Phil showed the designs on screen – Fastrax can do a large range of sizes and people can go to the shop to try them on. Members commented on the Fastrax logo but this is a necessity, many other clubs will have them, and Fastrax are a cheaper supplier than our current 'unbranded' vests. The vote closes at midnight on Thursday. Kay, Richard and Phil will continue to discuss.</p>	<ul style="list-style-type: none"> Kay, Richard and Phil to continue to work on this.
12	<p>Issues raised by members</p> <ul style="list-style-type: none"> Having minutes available to members to enable them to comment/query An issue has been raised by a club member regarding communication in the HPH facebook group. This issue was discussed at last meeting but is still to be 	<ul style="list-style-type: none"> Clare to compile abridged version of March minutes to be available for members before next committee meeting and others at later date. Phil,

	<p>resolved. A potential solution had been proposed but following further discussion it was agreed that this was unlikely to be workable. Alternative potential solutions d buy those present..</p>	<p>Kay and Richard to work with Matt Gray and Adam Lomas (the website team) to get these on the website</p>
14	<p>Summer Mile 27th June 2018</p> <ul style="list-style-type: none"> • Medals to be ordered by end w/c 5 March to avoid sea freight costs 	<ul style="list-style-type: none"> • Phil will proceed with ordering these w/c 5 March.
15	<p>Communication</p> <p>Facebook issue (see above). A potential solution had been proposed but following further discussion it was agreed that this would not be workable or fit with club current social media structure. Alternative potential solutions suggested. This gave three options for moving forward.</p> <ul style="list-style-type: none"> • Social media policy to be developed • Facebook – buy and sell page <p>To have a disclaimer that buyers/sellers do so at their own risk</p> <p>Email</p> <ul style="list-style-type: none"> • Billing needs altering to club account • New email addresses – brief discussion on which accounts/addresses we would like and if it's value for money • Discussion around email systems • Mail Chimp – update on how this has gone so far and brief discussion on usage • Website report – update ongoing 	<ul style="list-style-type: none"> • Phil to draft supporting document and proposed options • Development to take forward • Phil to update guidelines on buy and sell group • Dan to approve when bill arrives • Anyone requiring verification code for email to contact Phil • Clare to discuss accessibility/colour scheme with Phil if any issues • Richard to update new email address with England Athletics. All to keep an eye on where we may have old email address. • All to try to go into the Mail Chimp campaign each week and add/amend anything rather than asking Phil to do it.
17	<p>Code of conduct for committee members</p> <ul style="list-style-type: none"> • Eg: FB systems, email etc to be reviewed 	<ul style="list-style-type: none"> • ongoing

	and include in role requirements																									
18	Formal complaints procedure <ul style="list-style-type: none"> To look at putting this into place, to be discussed at future meeting 	<ul style="list-style-type: none"> ongoing 																								
19	Social updates 17 th March Awards do 17 th June 2018 -Phil to do quiz night for his 200 th to raise money for British Legion o Other in planning Cedilla Country run Longest day parkrun event – Richard Edwards proposed																									
20	AOB Date of next meetings: <table border="1" data-bbox="245 752 956 1160"> <tr> <td>Awards</td> <td>17 March 2018</td> <td></td> <td>Awards do</td> </tr> <tr> <td></td> <td>APRIL</td> <td></td> <td></td> </tr> <tr> <td>Committee</td> <td>15 April 2018</td> <td></td> <td>HPH Committee</td> </tr> <tr> <td></td> <td>MAY</td> <td></td> <td></td> </tr> <tr> <td>Open meeting</td> <td>1/15 May 2018</td> <td>Clar e</td> <td>AGM</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Awards	17 March 2018		Awards do		APRIL			Committee	15 April 2018		HPH Committee		MAY			Open meeting	1/15 May 2018	Clar e	AGM					
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