



Committee Meeting

15th April 2018

The Edge 6 – 8pm

Minutes

Present: Phil, Richard, Kay, Rebecca, Dan, Clare E, Clare M, Sam.

Apologies: Karen

1	<p>Minutes of previous meeting/outstanding actions Actions: March minutes now on website. Phil/Dan liaise about outstanding cheque (email) £7.44</p>																																				
2	<p>Membership update 177 First Claim 18 Second Claim 39 Social Members</p>																																				
3	<p>Finance Update</p> <p style="color: blue;">Agenda Item 3) Financial Update</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 10%;">£</th> <th style="text-align: right; width: 10%;">£</th> </tr> </thead> <tbody> <tr> <td>(1) Cash at bank & outstanding debtors</td> <td></td> <td style="text-align: right;">16,981</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>(2) Triathlon Club funds</td> <td style="text-align: right;">(10,539)</td> <td></td> </tr> <tr> <td colspan="3">(3) Creditors</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Club Budapest trip</td> <td style="text-align: right;">(783)</td> <td></td> </tr> <tr> <td>Chq 474 - FRA Course T THOMAS</td> <td style="text-align: right;">(140)</td> <td></td> </tr> <tr> <td>Chq 486 - EA Member Renewals 2018/19</td> <td style="text-align: right;">(2,065)</td> <td></td> </tr> <tr> <td>Other various</td> <td style="text-align: right;">(147)</td> <td></td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>(4) Current position at 15 April</td> <td></td> <td style="text-align: right;">3,308</td> </tr> </tbody> </table>		£	£	(1) Cash at bank & outstanding debtors		16,981	<hr/>			(2) Triathlon Club funds	(10,539)		(3) Creditors			<hr/>			Club Budapest trip	(783)		Chq 474 - FRA Course T THOMAS	(140)		Chq 486 - EA Member Renewals 2018/19	(2,065)		Other various	(147)		<hr/>			(4) Current position at 15 April		3,308
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	<p>(5) Planned costs</p> <p>- Courses for coaches / leaders (700)</p> <hr/> <p>(6) Carry forward balance 2,608</p> <hr/>	
4	<p>Feedback From members Outstanding issues from last month Minutes – now on website and is now on the weekly roundup email.</p> <ul style="list-style-type: none"> • Debate on Social Media (see below) <p>Issues now feel to have been resolved.</p> <ul style="list-style-type: none"> • Time of groups returning on a Tuesday – feed back to LiRF at next meeting – groups to aim to be back by 8.15pm but may vary • Issue relating to parkrun championship which Richard followed up • Positive feedback relating to the way issues have been followed up directly rather than posting on social media - appreciated 	
5	<p>Training Sessions and LiRF</p> <ul style="list-style-type: none"> • Kay booked Victoria Pub – April (30th) • update for leaders – best practice – Kay to look at date for this • Risk Assessment – Kay looking at this 	
6	<p>Club Communication</p> <ul style="list-style-type: none"> • Social Media Policy – Draft discussed and to add to agenda for next meeting • Mail Chimp – working well - monitor • Website – M Gray continues to work on this. One member has expressed we have a totally closed FB group that members of the public cannot see. • Some people have reported still getting confused between the two pages – discussion about how to manage this. More content could go on the website or on calendar page. All to read the social media policy to take forward to future meeting. <p>Race Walking – one member commented that we do not communicate/make enough of the race walking section. Kay to speak to SD about speaking at AGM</p>	
7	<p>Club Championships – everything is now in place To start discussions for 2019 in early Autumn</p> <ul style="list-style-type: none"> • Current <ul style="list-style-type: none"> ○ Road Championship ○ Off Road Championship ○ Fell Championship ○ parkrun championship ○ Competitor • Suggestions. <ul style="list-style-type: none"> ○ Matt’s Ultra Championship proposal – Matt is amending this. Will discuss how to take forward once amends are made. ○ Tom Thomas’s proposal (cross country championship) – discussed this – committee to liaise with TT on the outcome of discussion 	

	<ul style="list-style-type: none"> • PECO – discussion around team aspect of PECO and wanting to maintain this.
8	<p>Other Club Races and Social Events</p> <ul style="list-style-type: none"> • Relays <ul style="list-style-type: none"> ○ Calderdale Way ○ LCW ○ ?Others • Social updates <ul style="list-style-type: none"> ○ May - Cinema Night – there are about 40 members currently booked to attend this event ○ Other in planning <ul style="list-style-type: none"> ▪ Cedilla ▪ Country trail race – 22nd August ▪ Longest day parkrun event – Richard Edwards proposed • Still looking for people to come forward to join social committee – Paul wishes to take a step back from this at some point <p>The committee record a vote of thanks to Tom and Sam for trying the Time Trial. The next one will be in June.</p>
9	<p>HPH Triathlon</p> <ul style="list-style-type: none"> • Banking – potentially going with Santander • Go Tri – this seemed to go well • Q&A – discussion at AGM? • Kit – Kay updated on this
10	<p>Summer Mile 27th June 2018</p> <p>130 entries to date – we’ve opened a couple of weeks earlier than in previous years, it looks like we will sell out again. We are still looking for someone to join the SM working group. Also trying to get a main and other sponsorship.</p>
11	<p>Edge – Entrance & Meeting place - no negative feedback at present. It was felt to be difficult telling people they can’t stand inside if they’re not a member. Thursdays still meet at main entrance but fewer members. Discussed having a standalone banner for club nights and giving Farhad/Curtis one of the others for Thursdays.</p>
12	<p>Vests – ready to be collected – 100 were ordered</p>
13	<p>AGM 15th May – start time 8.15pm following a shorter run</p> <ul style="list-style-type: none"> • Election – all but one member whose term is ‘up’ have agreed to restand <p>Review of constitution</p> <ul style="list-style-type: none"> • Discussions around changes to constitution – Kay to raise at AGM for discussion/vote <p>Proposed changes to be posted on Facebook to be discussed</p> <p>Agenda Items</p> <ul style="list-style-type: none"> • Review of the year
14	<p>Awards Do – Review</p> <ul style="list-style-type: none"> • Order new trophies to replace those that are full • Look for possible local trophy supplier. • Ask The Edge if we can have space to display trophies • Venue – this was felt to be a good venue in spite of noise from St.

	<p>Patrick's Day celebrations downstairs.</p> <ul style="list-style-type: none"> • PowerPoint to be increased in size for accessibility <p>Vote of thanks to Becki, Paul for venue organisation and Matty for PowerPoint/IT etc. and all involved.</p>
15	Code of conduct – to draft - ongoing
16	Raising complaints procedure - changing this to 'concerns'
17	<p>Data Protection Act – need to update membership forms Richard to gain consent for data to be shared with UKA to enable people to be members. Clare send Richard guidance on GDPR Everyone should understand what their responsibilities are</p>
18	London Marathon – Club Draw – Kay to draft something and sent to committee relating to this
19	<p>AOB</p> <ol style="list-style-type: none"> 1. Volunteers for marshalling – Karen asked for volunteers for Leeds Half Marathon and Leeds 10k. The club will receive funds from this. 2. Bleep test on 20th June being organised by Sam. May need first aid. Hall is £50 to hire, will ask members for a donation to cover cost. 3. #runandtalk Spring into Spring – pootle on the ridge – 29th April. Sam asked for someone to mention it on Tuesday. 4. Sam and Tom Thomas would also like to do a 10k handicap. Sam has been given a bursary for her CiRF (great news!) requested a contribution from the club. Dan/Kay to liaise with Sam.
20	Dates of meetings for next year – Clare to circulate when agreed