



Closed Committee Meeting

3rd June 2018

Present: Kay Jefferies (Chair) Richard Edwards, Clare Mason, Dan Waas, Rebecca Gray, Phil Goose, Karen Wilcock, Amy Young, Nicola Forwood

Apologies: Clare Evans

1. Welcome to new committee members Kay welcomed newly elected committee members Amy and Nicola.

2. Roles

Discussed roles of committee members, these will be confirmed at next meeting and shared with members to aid communication

3. Membership Update

209 first claim 20 second claim 44 social email

4. Club Vests

Suggestion re stocking at Up and Running. It was felt that collecting vests in person is an opportunity for committee members to meet new members..

5. Finance - Dan's report (attached)

6. Review of AGM

Suggestion – that future AGM's are not on a Tuesday. Consider holding AGM on a Friday night followed by a social. Papers, including finance reports and any questions from members to go out prior to meeting date.

7. Communication

Passwords now changed on email, mail chimps and twitter and shared with new committee members.

8. Communication and Social Media Policies (deferred to July)

9. GDPR

- Club policy shared RE and CM to continue work on this

- Social Mailing list and Summer Mile mailing list priority. Previous Summer Mile list deleted and new GDPR compliant lists to be set up for people to subscribe to.

10. Feedback from Members

- Query regarding vets races/competitions – we have started the championship. Committee put survey monkey together to ask for opinions on Club Championships for next year.
- Suggestions/questions re budget and spending for next year. Agreed that next month we will discuss budgets and possible spending in more detail.
- Requested a timeline of responses for queries/emails – agreed if query comes in via email aim to acknowledge within a week. Advice response may take six weeks to allow discussion at next meeting.
- App/platforms/notifications. To scope out, AY to speak with club member who she thinks may have some expertise in this area. If move forward would be a longer term project.
- Other emails received from members were also considered and discussed
- Coaching Structure– see below agenda item
- Leaders for Thursday sessions – see below agenda item
- LiRF insurance – see below agenda item

11. England Athletics Volunteer Awards

To promote in weekly round up.

12. Club Session Leading

- LiRF/CiRF qualifications and insurance: This has been raised in Leaders group and at AGM. KJ contacted England Athletics (EA) and spoke to legal team/insurance team. The response was if we have a group out without a LiRF (etc.) qualified leader, this doesn't mean the group is not insured as the club is insured through EA. AY also had same response.
- Person to stand on the bench at start of each session to say that individuals run at their own risk.
- Rota for leaders to update – proposed new public spreadsheet put together to collect availabilities and organise rotas for Tuesday and Thursday sessions.
- Thursday sessions – RP is putting on a group leaders session to train more people in running the Thursday sessions
- Coaching strategy – RP has volunteered to set up a group to look at developing coaching strategy for club. Need to involve CiRF FH and CH.
- Committee to review current sessions and format and seek views of members.

13. Tri Section Update

- Updated report sent by GM
- Tri section need own Governance document to enable own bank account. Draft doc shared.
- Kit – as long as there's some recognition of HPH (logo) it was agreed that this was fine

14. Summer Mile Update

- Expect to sell out before closing date 24 June. No main sponsorship

15. Relays

- LCW – enough people for five teams at Leeds Country Way.

16. Social Committee

- 3rd June Run & Brunch
- 28th July parkrun day
- August will be the ceilidh, Paul organising.

17. Current Competitions (defer to next meeting)

18. The Edge

- TE asking regarding sign on door or having a portable sign and wall mounted trophy cabinet

19. AOB

- Reminder to send in Nominations for club awards – to send to Clare Mason

20. Date of next meeting – see calendar