



Minutes of HPH Committee Meeting held on 14th July 2019

Present: Phil Fisher (Chair), Richard Edwards, Clare Evans, Zeni Bellwood, Rebecca Gray, Naomi Adkins, Nicola Forwood, Lorraine Beavis, Phil Hammond

Apologies Amy Young

- | | | ACTION |
|----------|---|----------------------------|
| 1 | Minutes of Previous Meeting
Minutes of previous meeting approved.

AGM minutes without Kay Jefferies input to be filed on the website. |

PF/Web team |
| 2 | Membership Update
Summary of current membership as follows:

211 first claim members
14 second claim members

£120 cheque required for England Athletics, although not urgent. RG still awaiting cheque book from Daniel Waas.

Auto-submit form on the website now updated. | |
| 3 | Finance Update
RG confirmed forms completed to change her to the primary user of the bank account. Forms to change signatories to be completed and sent to the bank.

PF to send outstanding invoices for the Summer Mile to both RG and DW, who still has access to the bank account. |

PF |
| 4 | Club Competitions 2019/20
Noted that the date of the Kirkstall 7 was still shown on the website as 1 st September but had now been confirmed as 29 th September so needs to be changed.

Bah Humbug 10K to be included in the weekly round-up as entries now open |

PF |

Marathon and ultra-marathon section – agreed to cite Roby Johnson’s recent first-time ultra to encourage others to take up this challenge.

5 Harrier of the Month

Several nominations had been received and were considered. Agreed that the awards for June should go to:

- Phil Hammond
- Laura Hastings

PF to announce the result in the Chairman’s blog.

PF

6 Training and sessions/general discussion

NF reported that ‘Club Run’ was going well but that Strength & Speed needs attention as numbers had dropped recently. Agreed that the core leader group would meet and consider how the sessions could be improved.

NF/NA

Regarding Tuesday sessions, NA shared 12 weeks’ of data that had been analysed from which it was clear that more leaders were required. This would be shared with the rest of the leader group.

NA

Noted that Tuesday numbers had also dropped recently but this may simply be due to holidays and fewer students during the summer holidays.

PF agreed to send the list of current LiRFs to NF/NA/AY/CE and save on the shared drive.

PF

CE/ZB offered to take the introduction to leadership session after run club on 23rd July.

CE/ZB

PF agreed to include a post in the leaders’ group about the need for more leaders.

PF

NA/CE would check the leaders list and remove any that were not members and NA would send an email to individual leaders.

NA/CE

RE advised that he had been asked to do a safeguarding course as part of his LiRF renewal at a cost of £10 and agreed to check whether this was a general requirement.

RE

CE mentioned that some of the additional Tuesday night sessions had not happened for some time – in particular the ‘introduction to’ sessions and the Edge Hills. Agreed to pause those for the time being and re-consider later in the year.

PF

7 Risk Assessments

Still to be updated.

PF

CE confirmed the risk assessment for the Leeds Country Way was complete.

NA queried whether all leaders were first aid trained as stated on the Edge notice board. Agreed that this was not the case so the notice would be removed, and PF would ensure that the same statement was not made on the club website.

PF

- 8 Summer Mile**
Noted that this event had been very successful; some invoices were still to be finalised.
- 9 Country Trail Race**
Event scheduled for 14th August and would be included in the weekly round-up and promoted on the website and Facebook page. RG confirmed that the trail licence had been applied for and risk assessments had been carried out. Instructions to be written and tested. As the race was self-guided, no volunteers were needed.
- 10 Communications and Social Media**
Website now up to date with new photos added.

PF still to hand over weekly round up to NA/ZB PF
- 11 Social Committee**
PF agreed to speak to Nick James about the social committee generally and, in particular, about organising the Christmas party. RG offered to support NJ if need be. PF
- 12 Relays**
- (a) Leeds Country Way**
Four teams entered and paid for.
- (b) Washburn Relays**
Being organized by John Blatherwick.
- (c) Golden Acre Relay**
PF to mention in the leaders' group that club numbers may be low on the night of this race. PE

RE to remind members that places were still available. RE
- 13 Triathlon Section Update**
Nothing to report.
- 14 Any Other Business**
- 14.1 Welfare Officer
NF explained that when the club was smaller there was a nominated Welfare Officer who would contact anyone who had not been to club for a while to see if the club could offer support. NF agreed to produce a role profile for the committee to consider at the next meeting. In the meantime, RE offered to take on the role informally and it was agreed to promote a 'coffee club' so that injured runners could still be involved with the club. To be included in the weekly round-up. NF

PF/NA/ZB
- 14.2 Physio Sessions
RE advised that West Point Practice had again offered free 10-minute physio sessions. ZB agreed to organise (probably after the Summer to avoid holidays). ZB
- 14.3 Website

- NA mentioned that the details for club kit on the website need to be changed. Agreed to just give a direct link to the ordering page. **NA**
- 14.4 London Marathon
CE to contact England Athletics to confirm how many places the club would be allocated. **CE**
- 15** **Date of next meeting**
Next and subsequent meetings confirmed as 11th August and 15th September.