

HYDE PARK HARRIERS

Minutes of a meeting of the committee (the **Committee**) of Hyde Park Harriers (the **Club**) duly held and convened by teleconference on Sunday 25 June 2023 at 6pm.

Present:	Amy Ramsden-Young	(AR-Y – Chair)
	Clare Evans	(CE – Membership Secretary)
	Curtis Ledger	(CL – Committee Member)
	Danny Clayton	(DC – Committee Member)
	Grace Roberts	(GR – Committee Member)
	Jonathan Spain	(JS – Committee Member)
	Katherine Kirkham	(KK – Club Treasurer)
	Toby Adkins	(TA – Club Secretary)
	Xeni Perry	(XP – Committee Member)
Apologies:	Laura Garratt	(LG – Committee Member)
	Richard Garratt	(RG – Committee Member)

1 Notice and Quorum

It was noted that the meeting had been duly convened and that a quorum was present for the purposes of the Club's constitution.

2 New Committee Members

- 2.1 TA and XP were welcomed on to the Committee, it being the first meeting since their elections at the Annual General Meeting (**AGM**).
- 2.2 It was noted that it would be good to arrange an in-person Committee meeting followed by a social – TA will bear this in mind for the meeting in August or September.
- 2.3 AR-Y confirmed the procedure for picking up emails in the Club's email inbox (i.e. pick up as relevant, respond using common sense and in accordance with the Club's policies, use flags to identify emails which are in the process of being actioned, or have been resolved, by the relevant member of the Committee).

3 Previous Meeting Minutes

3.1 The minutes of the AGM as produced by the outgoing Club Secretary (**LB**) were confirmed as being agreed subject only to:

3.1.1 CL's clarification regarding the Summer Mile discount; and

3.1.2 TA streamlining the strategy section as provided by AR-Y,

therefore TA will finalise the draft AGM minutes and arrange for the draft to be uploaded to the Club's website.

3.2 In relation to the minutes of the previous meeting of the Committee (held in April 2023), CE noted that she had provided a comment on these which she would forward to TA. The minutes of the said April 2023 meeting would therefore be confirmed at the next meeting of the Committee.

4 Membership Update

4.1 CE reported that:

4.1.1 the Club currently had 230 members, which was higher than normal for the time of year; and

4.1.2 the London Marathon organisers were anticipated to provide information regarding allocation of places for clubs by the end of July – based on previous years, the Club would likely need to reach 250 members by that time to be allocated a third place.

4.2 There was discussion of whether and how membership could be given a boost to increase the chances of reaching the 250-member threshold:

4.2.1 it was noted that a key ethos of the Club is that we do not require anyone to be a member to run with us; this was very important and should be preserved;

4.2.2 it may be worth mentioning the advantages of membership (i.e. vest, cheaper event entries, etc) to some of the non-members who have run with the Club for some time (either as part of the steps announcements before Tuesday night sessions, in the email round-up or by group leaders); and

4.2.3 CE mentioned that there were c.60 people who were members last year but have not yet renewed – an email could be sent to last year's members to remind them that they are welcome to renew at any time.

5 Finance Update

KK reported that:

5.1 KK was in the process of preparing a budget to assist with decision-making regarding income and expenditure (such budget to include anticipated membership subs, eventeer income from RunForAll, PECO, etc);

5.2 the budget will be prepared on a conservative basis (assuming low/no surplus from Summer Mile, etc);

- 5.3 as detailed at the AGM, the Club had made deliberate use of excess cash during the last financial year (e.g. expenditure on award design, which should not need to be incurred again), which meant that there was less to spend this year;
- 5.4 the Club's balance, whilst well-within acceptable limits, was lower than it has been in recent years, so some caution is needed when considering possible expenditures in the short-term;
- 5.5 the Club had paid for teams to be entered into the Calderdale Way relay race and the Leeds Country relay race and it was important that the funds were recouped from the relevant team members in due course:
 - 5.5.1 in relation to the Calderdale Way relay race, it was noted that the costs had been recouped; and
 - 5.5.2 in relation to the Leeds Country Way relay race, the team members had not yet been confirmed;
- 5.6 the Club had various expenses relating to the Summer Mile, but it was anticipated that these would be recouped as the event had sold out;
- 5.7 the Club had received £150 in from RunForAll in payment for the volunteering team at the Leeds Marathon/Half, in respect of which the following was noted:
 - 5.7.1 the Club received £150 for providing 15 volunteers (i.e. £10 per volunteer) but this was capped at £150 so the Club got no financial benefit for providing extra volunteers; and
 - 5.7.2 the Club only received payment if it was able to provide at least 15 volunteers – the Club did not receive any payment for the Leeds 10K water station, where 10 volunteers were provided;
- 5.8 the Club's income from PECO will be taken into account, although this has fluctuated (depending on whether the Club takes a senior or junior role in organising the relevant event) – it was noted that this arrangement was coming to an end, so the position may be different this year and moving forward; and
- 5.9 the Summer Mile and the Track Day would involve expenditure, but most other events organised by the Club, such as the Christmas party, paid for themselves (usually in advance).

6 Social Events

- 6.1 Various potential events were discussed:
 - 6.1.1 a day in Woodhouse Moor park playing rounders and having a picnic during the summer had been suggested by a member (**FB**), which the Committee was happy to encourage;
 - 6.1.2 a talent/show-and-tell event had been suggested by a member (**AA**), which the Committee was happy to encourage;
 - 6.1.3 a social event to hold the London Marathon club place draw – it was mooted that this could be combined with the event described at minute 6.1.2, depending on timing; and
 - 6.1.4 the return of "all the parkruns" day – TA will confirm a date and organise as per previous years.

6.2 TA is to be added to the Club's social events group to assist with the above matters.

7 Volunteering

7.1 CL reported that:

7.1.1 in relation to the Summer Mile, there had been a good turnout of volunteers and the provisional allocation of roles would be sent out on Monday 26 June; and

7.1.2 in relation to the Vale of York race volunteering, this would be publicised following the Summer Mile (given its importance to the Summer Mile/Club funds) and it was important to identify volunteers as early as possible so that car sharing and similar arrangements can be organised.

7.2 TA noted that a member of the Club (**KS**) was becoming part of the Run Directing team at Woodhouse Moor parkrun and that it might be helpful for her inaugural event to host a Club takeover – TA to identify an appropriate date and liaise with KS to set up the takeover.

7.3 The Committee noted and thanked JS for:

7.3.1 his on-going efforts with the North Brewing Co running club; and

7.3.2 the organisation of the Summer Mile, which has sold out.

8 Club Competitions/Championships

8.1 It was noted that the Firefighters Five race, which was currently part of the Club's road championship, would not be going ahead this year and an alternative would need to be found.

8.2 After discussion, it was decided that Chase the Pud 10K race in York would be added as the substitute race, on the basis that it was on the same day as the Bah Humbug race (and would therefore not clash with a PECO race) – AR-Y will update the Club's round-up email template and GR will update the relevant page of the Club's website accordingly.

8.3 It was noted that a member of the Club (**MV**) had advised the Committee of a fell race, the Charlesworth Chase, which would be good to include in future championships – AR-Y advised that she had added the race to the list for next year's championships and encouraged the rest of the Committee to keep an eye out for interesting races to add to the list for consideration.

8.4 CE advised that there were still some awards from the 2022/2023 season which had not been collected by the relevant winners – these were contained in the Club's locker and CE would check which ones remained so that arrangements could be made.

9 Relays

9.1 It was noted that the Club had entered two teams into the Leeds Country Way relay race, with 21 members having expressed an interest – ideally, the Club will need 24-25 runners to provide sufficient reserves.

9.2 The Committee noted its appreciation and gratitude to the member (**DB**) who had arranged the Club's team at the Calderdale Way relay race.

10 Club Standards

- 10.1 TA noted that he had started the process of reviewing the Club's constitutional documents and policies:
- 10.1.1 TA flagged that he had not been able to find editable versions of the current policies (i.e. the 2022 versions) – AR-Y will locate and share these with TA;
 - 10.1.2 TA will review and amend as necessary and share any changes as comparisons at or before the next meeting of the Committee.
- 10.2 It was noted that the Club's constitution had been updated with the approval of the Club's members at the AGM – TA will amend the document and arrange for it to be uploaded to the Club's England Athletics portal and the Club's website.

11 Sessions

- 11.1 AR-Y reported on the session she had hosted in June for people interested in becoming group leaders – the general impression was positive and several people had been added to the HPH Group Leaders Facebook group.
- 11.2 GR reported on the parallel session she had hosted for existing group leaders:
- 11.2.1 GR noted that the blogs that had previously been written by leaders would be really helpful in inspiring and building confidence for newer leaders – GR will re-visit these with assistance from existing leaders;
 - 11.2.2 a common block for potential leaders was a lack of confidence with routes – this was discussed and, whilst it was noted that it was important that leaders were comfortable in pathfinding and avoiding danger, there was no obligation on leaders to provide “new” routes and that they should be encouraged to re-use routes that they were familiar with;
 - 11.2.3 although the general feeling was that leaders were happy and felt valued in and of themselves, the possibility of incentives or rewards for group leading was discussed – allocating one of the Club's London Marathon places to a pool of group leaders would be appreciated, as would potential race entry discounts or similar for those not interested in running a marathon; and
 - 11.2.4 the possibility of “Group Leader” t-shirts was discussed – historically, group leaders would bring their preferred t-shirts to the Club, which would arrange for “Group Leader” to be printed via PECO, which could be re-visited if interest was high enough.
- 11.3 Following the reports by AR-Y and GR, the Committee discussed several key principles of leading:
- 11.3.1 the Club expects its group leaders to act with common sense and to look after themselves and their groups in a manner which complies with the Club's ethos, principles and policies, but beyond this, there is no pressure from the Club to lead in any particular way and group leaders are encouraged to find their own style; and
 - 11.3.2 all group leaders should carry a phone to be able to locate a route if necessary and to report any emergencies.
- 11.4 The Committee discussed the group leader spreadsheet and Spond:

- 11.4.1 there was some discussion over whether leaders should be asked to add their names to the list in advance (i.e. the start of the month if possible) to make the Spond process easier, but it was noted that some leaders are unable to commit far in advance – it was recognised that, where possible, leaders should be asked to do so, but there will always be late additions to the roster;
- 11.4.2 it was queried whether leaders could or should be allowed to directly add themselves as leaders on Spond – it was agreed that this could cause confusion, so the preferred option would be for potential leaders to comment on the relevant group and notify their intention to lead;
- 11.4.3 it was noted that many of the Club’s Spond-registered runners had no (or potentially out-of-date) ICE numbers on Spond – it was agreed that this should be reminded via the announcements on the steps and in the round-up email, but ultimately it was the responsibility of the relevant runner (and that the Committee had access to contact details for all members via the member list in the event of emergency); and
- 11.4.4 it was recognised that it would be helpful for group leaders to remember to register their group’s attendances on Spond – this avoids issues when Spond capacity is reached and clear-outs become necessary.
- 11.5 The Committee discussed a point raised at the AGM – whether group leaders could lead without introducing themselves via the announcements on the steps before a session. It was agreed that the introduction on the steps was an important part of leading and this would continue to be required.
- 11.6 AR-Y advised that a member (**PR**) had expressed an interest in undertaking the FLiRF course and asked that, if the funds became available, PR be permitted to undertake the course.
- 11.7 AR-Y noted that she had funding to undertake a coaching course but would be unlikely to find the time due to maternity – KK will see if England Athletics can either refund the coaching voucher or grant an extension for the time period during which it can be used.
- 11.8 AR-Y advised that a member (**HB**) intended to undertake the coaching course, which would be paid for by the Club on the condition that HB would pay for her LiRF course – as it would be cheaper for the Club to book the LiRF course, it may be better for HB to refund the Club, rather than book the course herself. KK will liaise with HB as and when required.
- 11.9 It was noted that a couple of members had been in touch to request to lead alternative sessions to the Club’s advertised runs (e.g. longer runs on Tuesday nights, or the Kirkstall Hills session alongside the intervals sessions on Thursday nights). The Committee agreed that, whilst these sessions were free to go ahead (and the relevant members were encouraged to notify their fellow members of their plans and invite others to join in), they would not be official Club sessions, as the administration would become unwieldy.
- 11.10 JS raised a query on behalf of LG regarding the Short Lap sessions, which had not had significant uptake in recent months (from participants or leaders). It was agreed that the sessions were better suited to winter sessions and that, for now, the Short Laps sessions would be removed from the Club’s offering (with the intention of revisiting later in the year).
- 11.11 XP updated the Committee on the incident she had experienced whilst leading at a recent session, involving a member of her group being shot by a BB gun:

11.11.1 XP will file an incident report but it was noted that there was nothing that she or the Club could or should have done differently;

11.11.2 it was noted that the police had identified a potential culprit; and

11.11.3 AR-Y reminded the Committee that all the Club expected from its leaders in such circumstances was to act sensibly and safely, to look after themselves, their group members and the wider public (as appropriate) and to file incident reports (AR-Y will add the incident report template to the pinned post in the HPH Group Leaders Facebook page).

12 Summer Mile

JS advised that the race brief would go out very shortly and that the Club would be able to circulate the heat times in advance, as a consequence of the event being fully sold out.

13 Welfare

CL confirmed that there was nothing to report.

14 Any Other Business

14.1 The Committee discussed the HPH Track Day as follows:

14.1.1 it was noted that publicity for the event would not be emphasised until after the Summer Mile;

14.1.2 GR advised that Up and Running had offered to provide a shoe try-on as part of the event (with either Brooks or Puma) – this would not cost the Club anything and might be an additional incentive for attendees, and it was agreed that Up and Running's own social running group would be invited and encouraged to attend;

14.1.3 it was noted that the Ultra Tour of North Bars event was scheduled to take place the day before, but this might result in more people attending as volunteers;

14.1.4 JS suggested that, in addition to the 5K time trials, the event could include shorter distances – it was agreed that this could be fun and GR will look into the logistics of it;

14.1.5 it was noted that the Club would not be receiving grant funding for the event this year, so the £300 track rental was an expense; and

14.1.6 it was agreed that, rather than add additional expense by providing catering, attendees would be encouraged to bring food for themselves and to share.

14.2 AR-Y reminded the Committee of FB's suggestion that the Club look out for cross-country races that members could take part in addition to PECO.

14.3 AR-Y advised that a member (LC) had asked about the possibility of official race t-shirts as an option for those who would prefer not to wear a race – it was noted that the vests were required by England Athletics and the Club did already offer running t-shirts via its store, but the possibility of expanding the options would be considered. CE noted that Fastrax, the Club's kit supplier, did offer potentially suitable t-shirts and she would look into this in more detail.

- 14.4 AR-Y informed the Committee that the Club's sponsored seat at the Hyde Park Picture House would soon be available to visit as the cinema was re-opening.
- 14.5 The Committee agreed that TA would tidy and organise the Committee's Google Drive, taking care to avoid moving documents which link to the Club's website.
- 14.6 The Committee discussed the various regular roles required of the Committee's members as follows:
- 14.6.1 Spond – it was agreed that XP would join the roster to arrange the weekly Spond administration (potentially to take over from LG, subject to discussion with LG);
 - 14.6.2 Round-up email – it was agreed that TA would join the roster to prepare and circulate the weekly round-up email in substitution for LG (TA to discuss relevant dates with LG);
 - 14.6.3 Social media – AR-Y confirmed she was happy for this to be dealt with flexibly within the Committee group;
 - 14.6.4 Social events – as noted at minute 6.2, TA is to be added to the Club's social events group;
 - 14.6.5 Membership – CE confirmed that she did not need additional support for now, as the busiest period would be the renewal period in March/April;
 - 14.6.6 Website – GR and DC confirmed that they were happy with current arrangements; and
 - 14.6.7 AR-Y noted that, due to maternity, she would likely need assistance with preparing for next year's AGM and open Committee meeting, and would also be looking for a Committee member to shadow her in preparation for taking over as Chair.
- 14.7 It was agreed that, in relation to the Keep Notes document used for identifying items for the announcements on the steps and the round-up email, the general policy should be that only the person in charge of the round-up should tick/delete any item (not the person doing the announcements on the steps) to avoid anything being missed.
- 14.8 DC noted that he was trying to organise a litter pick event, which would take place subject to confirmation with the relevant third party. AR-Y advised that, if cost was any issue, the Committee could likely source the necessary equipment itself and JS noted that it may be a good option for members of the Club who are permitted to take volunteering leave.
- 14.9 DC expressed his gratitude to the Committee for their understanding whilst he had been unable to perform his duties in the way he would have liked (particularly LG for picking up his turns on the round-up email roster). AR-Y confirmed that DC's contributions had been more than sufficient and that the Committee was always happy to make adjustments for members' circumstances.

15 Future Meetings

TA will arrange a poll on the Committee's Facebook page to determine the date of the next meeting.

16 Close of Meeting

16.1 There being no further business, the meeting was closed.

16.2 TA will circulate a draft of the minutes and action points as soon as practicable following the meeting.