

HYDE PARK HARRIERS

COMMITTEE MEETING AGENDA

SUNDAY 27 OCTOBER 2024 AT 6PM

meet.google.com/iqm-tmub-ste

Present:	Toby Adkins	(TA – Chair)
	Bethany Chambers	(BC – Committee Member)
	Clare Evans	(CE – Membership Secretary)
	Ed Shakespeare	(ES – Committee Member)
	Ellie Williams	(EW – Committee Member)
	Honor Baldry	(HB – Coaching and Development Lead)
	Grace Roberts	(GR – Club Secretary)
	Richard Garratt	(RG – Committee Member)
	Sam Hadfield	(SH – Social Media and Communications Lead)
	Katherine Kirkham	(KK – Club Treasurer)
	Curtis Ledger	(CL – Committee Member)
Apologies:	Sharon Nahal	(SN – 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 Previous Minutes – All

2.1 The minutes of the meeting of the Committee on 15 September 2024 were approved as circulated and will be uploaded to the Club's website.

3 Communications – Sam Hadfield

3.1 SH provided detailed feedback from the communications survey:

3.1.1 The survey had 60 responses, the majority (95%) being club members.

3.1.2 Most reported being happy with current communications. Main messages from respondents include: the website is a useful resource but not frequently used, FaceBook was the most highly reported route of communication, 70% respondents regularly interacted with the weekly roundup email, Spond reported to be the best place to post information regarding sessions. Minimal use of Twitter - committee decided to stop using this channel. Majority read roundup each week - want more focus on what is coming up.

3.1.3 On 'Hyde Park Harriers Members and Friends" Facebook page, there is confusion as to which posts are important and/or coming from the committee. In addition, posts often got lost in traffic. It was decided that all posts from the committee would include a bold-formatted heading to indicate it was from the committee and include the post topic to make it easier to search for. In addition, to avoid excess traffic, make more use of 'master posts' - from now on, we will put up a 'Master Post' for Tuesday night runs, for leaders to add to.

3.1.4 General comms feedback - Facebook is main channel - people don't like facebook but can't suggest a better alternative. Can be difficult to find events/socials. Some comments around security concerns - it's a large group, which could contain anyone. Small minority don't have FB and annoyed they feel they're missing out - particularly when it comes to events.

3.1.5 It was highlighted that a small number of members are not on FaceBook - there was some discussion around this. It was concluded that the monthly 'what's on' blogs, the calendar on the website and the weekly roundup already address this problem. In addition, the Committee is happy to respond to any emails asking for more detail on club events.

3.1.6 SH highlighted respondents' content preferences - vast majority want to know more about what is coming up (e.g. socials, races). Therefore suggested that the focus of comms should be upcoming events.

3.1.7 SH suggested next steps - reframe comms to be more proactive with more focus on upcoming events. Create a content calendar to replace keep notes. Streamline the email template to make more compact. Suggested to change the roundup to Sunday evening/Monday. **Action point - all committee members to report to SH whether for or against this.** Suggested to do one post on social channels each week with upcoming events for that week. SH will write a blog on the website to communicate these changes to members. Long term aims are to form a social media plan, create a group for generating content for the club, and a review of the website for accessibility and content.

3.2 The Committee thanks SH for his hard work on the comms survey and processing results.

4 Volunteering – Curtis Ledger

4.1 CL reported that the next event for HPH volunteering will be Middleton PECO. Emails and posts will be arranged closer to the event when more details are known.

4.2 TA raised not hearing any further on VoY volunteers with RaceBest? **CL action point to confirm VoY volunteer numbers have been sent to racebest - TA to let CL know if any further action is needed.**

5 Welfare – Curtis Ledger

5.1 CL reported that there has been no traffic to the welfare email.

5.2 Incident on 01 October:

5.2.1 TA reported potential lessons learnt - generally, the incident was handled well, with emergency services being contacted in a timely manner and then dealt with the situation. Going forward, suggestions included reminding leaders to carry phones as this was essential in the handling of this incident - **TA to post in leaders Facebook page.**

5.2.2 BC suggested reminding members to update their ICE details on Spond on a semi-regular basis.

5.3 TA reported incidents of some members reporting feeling left out at HPH social events. **Action for all Committee to make efforts at social events to ensure no one feels left out.**

5.4 GR reported that the welfare email is not easily findable on the Club website - **GR to update the website to include welfare under 'contact us' section.**

6 Sessions and Coaching – Honor Baldry

6.1 Bonfire Night cancellation - **TA to post on Facebook and message via Spond as well as attending The Edge to turn away any individuals who may turn up on the night.**

6.2 Kirkstall Hills - TA reported no news - all seems to be fine.

6.3 Headtorch runs - TA reported first HTR went well and good interest in future runs. As nights get darker earlier - leaders of head torch runs will need to be aware of re-grouping.

6.4 Spondmin – TA reported the invites to groups bug seems to be ok for now. Publishing the need for leaders on Spond doesn't seem to be making much difference in getting leaders but it does make people more aware of the need for leaders - RG suggested making "leader required" the default so upcoming sessions aren't assumed to be sorted (LG updated Spond to reflect these changes).

6.5 LiRF and CiRF application process:

6.5.1 HB reported that process used in 2022 for members to apply was successful.

6.5.2 KK has budgeted £1000 annually for LiRF/CiRF courses. HB suggested 3 LiRFs & 2 CiRFs with this budget and to decide on any further applications as they occur on adhoc basis.

6.5.3 HB highlighted the need for more active CiRFs to spread workload of Thurs sessions.

6.5.4 CL suggested actively contacting members that show potential.

6.5.5 GR suggested having a leaders evening centred around the LiRF/CiRF process to answer any questions.

6.5.6 HB to generate an online form for members to gauge interest in LiRF/CiRF which will include further information and what The Club expectations are for members who have courses funded by The Club.

- 6.6 Leaders' meeting - GR reported a successful meeting:
- 6.6.1 Low turnout but high interest from those in attendance, with some already leading Tuesday groups.
 - 6.6.2 GR and HB will continue to organise leaders' evenings twice a year.
- 6.7 TA reported that member SP had reported issues with the jump from G1 to G2 being too big for some runners:
- 6.7.1 ES suggested having G2 a set distance rather than pace,
 - 6.7.2 CL suggested having a separate run/walk group,
 - 6.7.3 EW suggested a semi-regular C25K group with
 - 6.7.4 CL suggesting G1 could be this group.
 - 6.7.5 It was decided for now to make clear that G1 pace should be advertised as "slowest pace on the night of **running.**" **All to monitor the situation and report back to the committee.**

7 Finance – Katherine Kirkham

- 7.1 KK reported that Club finances are fairly normal for time of year.
- 7.2 There are currently lots of incoming payments for club kit (t shirts/crop tops). **TA to ask FB for a list of people who have asked for crop tops and will communicate this to KK to match against incoming payments.**
- 7.3 EA have announced club fees to increase (£20 registration/athlete - £1 increase, club affiliation £205 - £5 increase, membership currently £29) -
- 7.3.1 KK suggested increasing membership fee in line with EA fee. It was noted that most members are unclear on how much money goes to the club (**GR to update webpage to communicate these charges**).
 - 7.3.2 It was agreed by all that the club would absorb the increased club affiliation cost.
- 7.4 KK suggested doing a quarterly public update for members.
- 7.5 KK reported budgeted coaching training to be £1000 for 24/25. As obtaining voucher codes is difficult, members will be asked to pay for their course and then get reimbursed by The Club. Members will be told to contact the club if this is not an option for support.
- 7.6 TA reported PS has begun planning The Club's Christmas party:
- 7.6.1 PS has suggested the same costs as last year - all in agreement that this is sensible.
 - 7.6.2 CL has offered to DJ again at the cost of £150. KK reported this would be easily affordable given previous years finances for the Christmas party.

8 PECO – All

- 8.1 Captains:

8.1.1 TA reported captains have been chosen and are doing a good job of promoting PECO events.

8.1.2 ES highlighted importance to emphasise that volunteering counts towards doing all PECO events.

8.1.3 TA added that many volunteering roles still allow members to run (e.g. course setup, junior marshalling)

8.2 Race hosting:

8.2.1 TA to create FaceBook event for volunteering.

8.2.2 ES highlighted that no contact yet from Mark Hetherington (essential for park access and logistics). **TA to contact MH to chase details.**

9 Membership – Clare Evans

9.1 CE reported 259 1st claim members, very similar to last year's numbers.

9.2 Kit levels – CE has ordered new hi-vis bibs, with 15 currently available to purchase. **CE to post about to advertise.**

9.3 London Marathon club ballot - CE reported no further news.

9.4 No reported issues in terms of PECO-related sign ups. CE reported keeping on top of checking PECO sign ups are current members.

10 Social Events – All

10.1 Club marathon draw - Once we have confirmation of ballot places, this will be done at a social event.

10.2 Christmas party – TA reported update (see 7.4). All in agreement on going ahead with current plans.

10.3 Saltaire run - TA reported a good event despite being small, there was a range of attendees, including relatively new people and visiting runners.

10.4 Theatre trip - EW reported it was a small but enjoyable vent.. Suggested low turnout perhaps due to a busy week on HPH calendar.

10.5 Light Night - TA reported the annual event was good fun. The Committee thanks AA for organising another successful event enjoyed by many.

10.6 Pantomime - AA has arranged a trip to the pantomime. The Committee thanks AA for organising this.

10.7 Pelvic Health Q&A - 12 November - TA reported that one of our runners, who is also a physio has offered to run this session as a Q&A - built into the November social (noting the Nov social will be the 2nd week of the month).

10.8 PECO socials - CE reported that CVE is arranging a social at Terminus for the first post-PECO

social.

11 Club Competitions/Championships – All

11.1 CE and CL reported Club champs are being updated:

11.1.1 All up to date except the parkrun 26/10/24. **CE/CL to update asap.**

11.1.2 CE reported continually highlighting upcoming event entries openings to members.

11.2 Club Champs Survey - TA reported drafting a survey. **All to look at the survey and report back to TA.** Current plan to send out soon to obtain results by the end of the year to have time for any suggested changes.

11.3 Veterans' club records:

11.3.1 TA reported that members have suggested listing Vets club records (in addition to current club records)

11.3.2 TA proposed starting from 2025, with 10-year age increments.

11.3.3 Members will be asked to actively report to the Committee if they have broken a club record. All in agreement of these suggestions.

12 Club Standards – Grace Roberts

12.1 EA costs rising next year -see 7.2

12.2 Club standards currently 6/7 GR reports:

12.2.1 Coaching & renewals on EA portal in progress - awaiting return of two coaches' DBS checks

12.2.2 **GR suggested regular action of the secretary to contact expiring coaches & offer assistance** where necessary well in advance of expiry to speed up the process in future.

13 Any Other Business – All

13.1 Tri club updates:

13.1.1 TA reported making contact with PR to offer the support of The Committee to the Tri Club.

13.1.2 GR reported being in touch with CB (tri-club secretary) to update the triathlon section of the website.

13.2 Billy Bland recces:

13.2.1 RG reported next recce is planned for Nov. Likely to be leg 5 due to expected poor weather.

13.2.2 From previous experience, RG will now be checking kit to ensure all attendees have suitable footwear.

13.3 Policy on fundraising posts:

13.3.1 TA raised that members had contacted the Club regarding using club comms for fundraising, and that, at present, the social media policy does not cover this matter.

13.3.2 The Club is happy to support members, but does not want the social media channels to become swamped with such posts.

13.3.3 **All to think about a policy on this matter and report back at next meeting.**

13.3.4 EW suggested a pinned master post on FaceBook for members to comment on.

13.4 ES raised plans for the 2025 club trip. TA reported this usually occurs after Christmas, EW reported sustainability is being thought about in social committee.

14 **Future Meetings – Grace Roberts**

14.1 Next meeting - open committee meeting - November.

14.1.1 GR to survey availability and book space for the next meeting.

14.1.2 The meeting will be advertised to members as open, with members needing to submit agenda points in advance.

14.1.3 The meeting will be earlier than normal to allow time for a social afterwards.