

**Date:** 4<sup>th</sup> August 2011

**Present:** Claire Ashton, Mike Gullis, Amy Hughes, Alice Noyes, Stan Cragg, Suzie Hall, Alan Hannibal, Stuart Hill, Sarah Hall

**Apologies:** Laura Galpin, Pete Galpin, Elaine Bimson, Andy Matson

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1. James from England Athletics gave an informal presentation on the requirements for a Junior Section. He updated us on coaching, child protection, insurance, and gave an overview of the typical activities that a Junior Section provides. Key points: a qualified coach is highly recommended, and EA provide training at a cost of £320. Grants are available to help with the costs of setting up the section e.g. a Small Grants Funding Bid to Sports England. EA can assist in other areas, e.g. providing free CRB checks. See agenda item 5.

2. Claire welcomed everyone and apologies were noted.

3. Minutes of previous meeting: Stan proposed as a true record, Alan seconded.

4. Matters Arising:

- Frostbite Venues: Hotel Chocolat have not responded, so we are going with the Lord Protector
- New membership pack (Alice): cost approx £100 for 150 copies of 12 page A5 booklet. Proposed contents: Committee, Frostbite, Club Championships, Tri Section, Club Benefits, Junior Section, Beginners Courses, Club Nights, Mission Statement, Insurance
- Membership cards: Alice to investigate
- Club kit: Viv apparently does not have room for the stock. Alternatives were discussed, such as dispersing the kit among committee members

**Actions:**

- **Alice to investigate membership cards**
- **Alice to look into costing of a BRJ New Member Pack**
- **Claire to investigate club kit storage**
- **Vote for George Cant Trophy winner – currently deadlocked, Stuart to prompt those who haven't voted**

5. Discussion of coach visit and outcomes. Sarah and Amy will work together to start the process of forming a Junior Section:

**Actions (Sarah and Amy):**

- **Arrange a meeting with the volunteers from the club**
- **Email the club to find out if we currently have any coaches**
- **Email the club to summarise James' talk**
- **Provide a newsletter article to Alice about the Junior Section**
- **Claire – further investigation of Purple Patch**

6. Reports

**Actions:**

- **The results form on the website needs attention to handle tri results. Alice to speak to Alex.**
- **Mike will now email results to all members.**

7. Summer Barbecue:

**Actions:**

- **Alan to organise the BBQ with the help of e.g. Nykki and Anita. Proposed ticket cost is £5 with £3 for under 14s. Proposed date is Saturday 3<sup>rd</sup> Sept, 12 – 5pm**
- **Amy to update the membership via email**

8. Vests included with Membership. It was agreed that this should be optional because of the increased membership cost

**Actions:**

**Stuart: include this as an AGM item, because it requires a change to membership fees.**

9. Activity Records: Claire proposed that all committee members keep a record of their principal activities in diary form so that new committee members can see how their responsibilities have been carried out throughout the previous year(s).

**Action: All**

10: Date of next meeting: Wednesday 12<sup>th</sup> October at Amy's.

*The meeting closed at 9:45*