

COMMITTEE MEETING

Wednesday 11th July 2012 7.30 PM

VENUE: Diploma Room, Hinchingsbrooke School

Minutes

Attending: Amy Hughes, Suzie Hall, Nykki Webber, Stan Cragg, Alice Noyes, Richard Clarke, Claire Ashton, Stuart Hill

ITEM		ACTION
1	APOLOGIES Mike Gullis, Mel Fowler, Alan Hannibal, Lucy Moore, Andy Matson	None
2	MINUTES OF THE LAST MEETING Proposed by Alice, seconded by Nykki	None
3	MATTERS ARISING Hinchingsbrooke Move: Claire has emailed the Leisure Centre, but no reply. Claire will email the Leisure Centre to confirm the move, and then will email the membership. Coaching eligibility etc: A course was arranged but cancelled, re-arranged for September. Steve and Simon have done Running Leader. A few people have come forward for Junior Coaching. Thursday nights: Richard to contact local clubs with a view to joint runs.	Claire Richard
4	SOCIAL <u>Barbecue</u> : 8 th September. <u>Children's Party</u> : 9 th December. Same day as Frostbite. Possibly at Hinchingsbrooke Pavilion, although it may not be cleaned in time. Need to assess demand for this event. Nykki to investigate venues, including the Lord Protector. <u>Xmas Party</u> : now booked. <u>Runners Ball</u> : Part of 25 th Anniversary. For summer 2013. Nykki to investigate costs, venues, inclusion of other clubs etc. Once costs are known funding can be discussed.	Nykki
5	KIT: DISCOUNT ON KIT (carried over from last meeting) DISPOSAL OF OLD KIT Long sleeved tops / short sleeved tops: Proposal: sell at half price to clear stock. Vote: carried. Action Claire to email membership. Claire will continue to order vests in small orders, and Claire will investigate changing the words on new vests to "BRJ Run & Tri" so that old and new vests are very similar.	Claire

6	<p>LONDON MARATHON - BOOKING PROCESS</p> <p>Alan needs total number of members who are first claim and over 18. Action Alice.</p>	Alice / Alan
7	<p>CLUB LOGO</p> <p>The committee agreed that the logo should consist of the letters "BRJ" in a standardised font, preferably sans serif. The other club name words i.e. "Run and Tri" can be applied on a per case basis. The club colours are black, gold and white.</p> <p>The logo will be used in a number of scenarios including kit, website, flags, letterhead etc. It must be scalable.</p> <p>Claire will speak to kit suppliers about Sky-style or Liquigas-style kits, using our logo, words and colours.</p>	All
8	<p>HUNTINGDON PARK RUN</p> <p>Suzie has been investigating a Hinchingsbrooke Park Run. Requires a core group of people and funding. Costs £2.5K + VAT. This includes training, a laptop, hi-viz etc. This is a one-off cost. The local group will NOT be affiliated to the club. Suzie is looking for some funding from the club.</p> <p>Proposal: That the club donates £200, representing a pound a member. Carried.</p>	Suzie
9	<p>LONDON MARATHON TRANSPORT ARRANGEMENTS – RESPONSIBILITY OF CLUB BALLOT WINNERS (carried over from last meeting)</p> <p>The committee agreed that there will be <u>no</u> responsibility on ballot winners to organise transport.</p>	None
10	<p>DEDICATED 'LADIES' ANNUAL CLUB CHAMPIONSHIP SHIELD.</p> <p>To be carried over to next meeting.</p>	All
11	<p>BRJ FROSTBITE 2013 - VOTE ON COURSE (see appendix 2)</p> <p>The committee approved option 5.</p>	Mike
12	<p>GUESSTIMATE</p> <p>The committee agreed on a date of Thursday 23rd August. The proposed Park Run course is a candidate course. Action Amy to email the park to check availability. This will be a committee-managed event. Alice to check sunset time. Insurance needs checking if non-BRJ members run – other clubs will have to state it as a training session.</p>	Amy / Alice / All

13	<p>DATE OF NEXT MEETING Proposal: That committee meetings are held on the first Wednesday of each odd-numbered month. Carried.</p> <p>This gives us the following committee meeting dates running up until the next AGM:</p> <ul style="list-style-type: none"> • September 5th • November 7th • January 9th (one week late because of holiday season) • March 6th (just before the AGM) 	
14	<p>OTHER</p> <ul style="list-style-type: none"> • Stan requested that the club name "BRJ Run and Tri" is used consistently on all club correspondence, cheques etc. • Tri Section Report - see Appendix 1 	

APPENDIX 1

Tri report

The aquathlon

The outgoings for aquathlon = £1590

Funding from BTF = £1190

Entry income = £600

£200 left to go towards next year's race. Feedback from competitors and Peter Pain regional development manager of BTF was very positive. Next year's race to open up to all age-groups with two distances. Also considering an open water aquathlon at Hinchbrook lake.

Duathlon

Duathlon online entry system now live, date for duathlon 30th Sept 2012.

Monday Swim sessions

Has now been running for 6 months now, initially we predicted to make a loss of around £15 per session and that the open water swimming and winter spin sessions would fund the swim sessions.

To date over the first 6 months we have only lost £36 in total.

Spinning

Spinning made £220 over the winter months and was fully booked every session. Planning next winter's session with the view of training or paying for an instructor to take the sessions and charge extra and to open the sessions up to cyclists with turbo trainers.

Open water sessions

Approx 16 swim only members (this is probably more now), total 16x £25 =£400

Approx. 54 full members paying £15, 54x £15 =£810

Total of £1210 approx, membership for lake swimming increases every week.

This is roughly the amount the lake swimming made last season. This year most of the swim only members have now become full members.

Next season will be looking for someone to look after the overall running of the open water sessions.

Growth & Future plans

Interest continues to grow with more members taking part in triathlons. Initially it was agreed that the tri section would have to be self-funding and not to draw upon the club funds but it now is contributing to the overall growth of the club.

Plans for the future include:

- New tri and cycle kit.
- Increase the coaching team and source possible funding from BTF.
- Expanding our BRJ race calendar for next season.
- A junior squad with possible links to the regional academy.
- A triathlon league/ races between local tri clubs. The Nicetri/BRJ club challenge is a tester for this.
- An end of season trip to a velodrome for BRJ cyclists.
- Formalise some type of cycling training at the weekends via the new website.
- Training weekends/weeks away next year.

APPENDIX 2

UPDATE ON BRJ FROSTBITE (3RD MARCH 2013)

SUMMARY

Claire Ashton & myself attended the Frostbite League AGM on 13th May.

No "new" clubs volunteered, or could be persuaded, to host an event in 2012 / 2013.

We advised that BRJ WOULD be prepared to host an event in 2013, but that the selection of a firm venue was still "Work-in-Progress".

The 5 other clubs that did volunteer to host events wished to keep their dates unchanged, thus the Junior Presentation would again be the responsibility of the BRJ event. This fact would influence our requirements for a choice of venue in 2013.

The programme of host clubs is exactly as last season and will be staging events, as follows: -

Race #1 - 7 October 2012 (Hosted by Riverside Runners at Priory Park St Neots)

Race #2 - 4 November 2012 (Hosted by Bushfield Joggers at Bushfield Leisure Centre)

Race #3 - 9 December 2012 (Hosted by Hunts AC at Hinchingsbrooke Park)

Race #4 - 13 January 2013 (Hosted by March AC at Whitewell Prison)

Race #5 - 3 February 2013 (Hosted by Bourne Runners at Bourne Woods)

Race #6 - 3 March 2013 (Hosted by BRJ Run & Tri - Venue to be finalised)

CRITERIA FOR THE 2013 BRJ EVENT

Based on the feedback from BRJ members post the 2012 event and also the observations raised by other Frostbite League Clubs during the AGM, the criteria for hosting an event were stated as:-

- i). The Start / Finish area should be in close proximity to the Race HQ.
- ii). The Race HQ, Start / Finish area must all have access to adequate toilet facilities (or the ability to supplement these with portable systems where required).
- iii). As it was recognised that the Local Authorities were unlikely to sanction road closures, the course must have the ability to be well controlled from a Traffic Management perspective. NVH said one of their runners had a "very near-miss" with a car that refused to obey the BRJ marshals. This incident was in addition to several separate incidents experienced by BRJ Race Marshals At other points of the Oxmoor course.
- iv). A road based course was NOT an essential requirement, but would be acceptable IF runner / marshal safety was likely to be assured).
- v). Race HQ is to have sufficiently sized facilities for the Junior Presentation.

RECOMMENDATION

A working-party consisting of a number of club members have been reviewing the feedback from the 2012 Frostbite event to see what changes were needed to deliver a successful event in 2013. These options would be put before the BRJ Committee to make a decision in sufficient time to organise the 2013 event..

The working party is recommending that the Committee approve Option 5 (i.e. A Race HQ at Hinchingsbrooke School) as the venue for BRJ Frostbite 2013.

OPTIONS CONSIDERED

OPTION 1 - An Oxmoor based course over the existing route using the same RACE HQ as in 2012 (Lord Protector)

This option does not meet the criteria set out by the Frostbite Committee and has been discounted.

OPTION 2 – A revised Oxmoor course using the Lord Protector (LP) as the Race HQ

Working party members have looked into re-designing the 2012 course to make traffic management / safety easier. A course design was submitted (by John Webber) that mitigated most of the safety issues, but the Start area was in the current finish location and the new finish adjacent to the former BRJ club. This failed to meet the criteria about distance to the Race HQ and the provision of toilet facilities.

No other options have been provided that meet the criteria.

Advantages

Minimum cost to the F/bite League (circa £200 including portaloos at LP).

Sufficient Car Parking capacity.

Disadvantages

Significant marshalling required.

Still some safety issues (e.g. runners crossing American Lane & Coneygear Road).

Consultation or approval IS required from police / local council etc.

Course will require re-measuring.

Event will require a new Permit.

On balance, the venue is too small to comfortably accommodate 500 runners, supporters & Junior Presentation (specifically in event of inclement weather).

OPTION 3 – A revised Oxmoor course using another Race HQ

A number of Oxmoor based locations for the Race HQ were suggested around which a course would be developed . These included:-

Huntingdon Gym
Huntingdon Leisure Centre (St Peters Road)
Hotel Chocolate
Medway Centre
St Peters's School

For a number of reasons, these venues were all deemed unsuitable, mainly on the grounds of an inability to control traffic management and unsuitable start / finish locations.

OPTION 4 - Utilising the Ramsey (Abbey) School Venue

Ramsey Runners confirmed at the AGM that they will NOT be hosting a race in 2012 / 2013 . This venue is proven too meet the criteria required by the Frostbite Committee in ALL respects.

Advantages

Good sized Race HQ facilities suitable for the Junior Presentation.

Race HQ close to start / finish.

Affordable for the Frostbite League (circa £250).

Minimal marshalling required.

No consultation or approval required from police / local council etc.

Large Car Parking capacity.

Ramsey Runners (Adrian Graham) has advised me they would be prepared to assist in the organisation i.e. Jointly host the event, if required.

Venue currently available for the 3rd March 2013.

Disadvantages

No BRJ / Huntingdon identity. Frostbite runners would always associate this course as being "Ramsey's".

Ramsey Runners usually provided pre/post race refreshments in the Gymnasium and profits go into club funds. You require an individual with a "Food Handling Certificate" to provide this service. Not aware that any BRJ member has this qualification. Potential alternative to hire a Mobile Café though.

OPTION 5 - Utilising Hinchingsbrooke School / Park)

Advantages

Good sized Race HQ with numerous facilities (incl changing rooms with showers).

Suitable for the Junior Presentation.

Race HQ close to start / finish (only 200 metres).

Affordable for the Frostbite League. I was quoted £250 by the Facilities Manager (Same price as for the hire of Ramsey School).

No road crossing required on course.

Minimal marshalling required.

No consultation or approval is required from police / local council etc

Bar / Coffee Facility adjacent to the Start / Finish area. We would be able to use this facility, but would have to be shared with the football teams.

Venue currently available for the 3rd March 2013

I have spoken to the Warden at Hinchingsbrooke Country Park (CP). They would have no objection to BRJ utilising the CP for our race even if the event started within the School. There would be no charge to use the CP, but they just require sufficient prior notice & details of the course route etc.

Disadvantages

Hunts AC is again hosting an event based from Hinchingsbrooke CP. There were no specific objections from either the Frostbite Chairman (Adrian Jarvis) or the 2 reps from Hunts AC at the AGM (Ian Marshall & Andy Richardson) to the BRJ using Hinchingsbrooke Park course again (If we did, I would ensure that our course is different as far as is possible).

NOTE: I would plan 2 Junior / Senior courses just in case the lake area is flooded. Hunts AC does NOT have a back-up course for such an eventuality.

Refreshments – There is no refreshments available in the main gym we would be using. Tea's / Coffee would be available in the Bar about 200 metres away.

Car Parking – The football teams that play on Sunday already use up much of the available car parking space. The main gates will be locked on tour run-day thus there will be NO car parking available within the school grounds. The Police HQ opposite has a large barrier controlled car park. If the BRJ Committee approve Hinchingsbrooke School as the venue, I will approach the Cambs Police HQ Facilities Manager to see if we can park there. Given the potential security implications to this facility, I feel this option is UNLIKELY to be feasible, but worth a punt anyway. Rachel Brown has already given me the contact details.

Alternative car parks are in Hinchingsbrooke Country Park, the hospital & railway station. These all charge to park on a Sunday.

Hunts AC utilise a Security Guard controlled car park in the Industrial Estate about 500 metres away. This may be an option for those not wishing to pay to park.

MIKE GULLIS

25th June 2012

APPENDIX 3 Charity Report (June 2012)

Fund raising so far. £222.37 for cake stall at Aquathlon plus 2 small donations

Lucy Moore

APPENDIX 4: Chairman's report June 2012

Rain, rain and more rain sums up the last couple of months but the BRJ spirit has shone through and numbers at different training activities and races continue to be high and membership continues to grow.

Kit Officer

Unfortunately Lorna decided to resign as Kit Officer which has obviously delayed the creation of the new logo and kit. Whilst it was never her sole responsibility to design either, having someone to pull it all together is necessary to move things forward. Andy has out in several months work to source suitable suppliers but without the logo and kit design, we can't move forward with this. For the meeting, please be ready to discuss your ideas on both. What colour you think the logo should be and if there's any kit designs you have seen that you like, or don't like.

Current kit

We need to decide what to do with the running kit in stock. People are still asking me for kit, always vests. Does the committee want me to order more or discount the t-shirts so we can sell these? The t-shirts sell at £20 each. I'll send a stock list over for the meeting.

Ideas for sponsorship

Does anyone have any ideas of who might be willing to sponsor the kit?

Aquathlon

I know Andy will cover the Aquathlon but I'd like to say a huge thank you to him for coming up with the idea and having the confidence and determination to see it through. As well as a massive thanks to everyone who helped out. It was such a great club day and really showed how well we can work together, even in terrible conditions. As a participant, it was brilliantly organised and I know we impressed British Triathlon. Peter Payne was particularly impressed with the number of activities we organise each week.

Huntingdon Community Radio

Thanks to Suzie for securing me a spot on HRC's 'Over to You' slot. The slot was to plug the aquathlon and I also had time to talk more generally about the club and all the activities we do, as well as Sands and the duathlon! I know of at least two people who were listening!!

Finances

As we are bringing in more and more and spending more and more, I'd like us to draw up an annual cash flow forecast, outlining what we plan to spend each month and what comes in. This will help future committees to see where the money goes and when. As I won't be at the meeting, we can leave this until the next one.

BRJ Fun Runs

I have signed us up to put on another fun run at the spots festival on July 22nd and one for the Olympic Torch day on July 8th. I am on holiday on July 8th so is anyone able to help organise this please? I will give you a list of what to take, it's very straight forward.

Communications

I realise you might receive more emails from me and other members of the committee than you'd like but can you please reply to the ones asking for information, no matter how long after you get them. It isn't always possible to wait until committee meetings to sort things out so we are relying on email more and more. I only email you when it is really necessary, believe it or not! We're all guilty of this from time to time so I'll be making a concerted effort too!

When emailing the whole club, please remember to add the email address, allbri@brjroadrunners.org.uk to the BCC field. I have noticed a couple of times when it has been put in the To or CC fields. This means members can hit Reply-all which some of them have done in the past!

Website

Hopefully you have all had a chance to log in and add or edit something, please consider what content you will need adding to the site. This might be static information such as about the charity or change every week, such as a bike ride and if you need help with this.

Move to Hinchingsbrooke

I am waiting to hear back from One Leisure, before letting the club know about this, apologies for the delay in this.

Thanks for all of your hard work and support over the last two months, and sorry I can't be at the meeting.

Claire

APPENDIX 5

Membership Report. Alice Noyes

As of 12 June membership is as follows:

	12 June 2012	26 April 2012	June 2011	30 March 2012
Total membership	192	147	164	235
Senior with Race licence	86	70	80	109
Combined Senior & Swim	54	48	43	47
Senior with out licence	11	7	7	10
Swim only	15	4	10	14
Junior	21	14	17	25
Social	0	0	1	2
Honorary	2	2	2	2
Life	3	2	0	0
Beginner				25

Not rejoined

Of those who I have not heard from who have yet to rejoin this is the breakdown:

	12 June 2012
Total no rejoined	48
Senior with Race licence	16
Combined Senior & Swim	5
Senior with out licence	2
Swim only	5
Junior	8
Social	1
Honorary	0
Life	0
Beginner	10

27 people said they would not rejoin – reasons given

Injury – some might rejoin on recovery

Pregnancy

Moving away

Might rejoin later

Might rejoin for frostbites (juniors)

Discouraged running at back would like intermediate run

Work commitments

Having a break from running

Membership cards – I will use the same principle as Andy does for swim cards. Only reason not done – time.
Triathlon

18 of our members are members of BTF

58 of our members have taken part in a triathlon

64 of our members say they will do a triathlon in the next year