

COMMITTEE MEETING MINUTES

Tuesday 29th Oct @ 7.30 PM

Venue: Diploma Room, Hinchingsbrooke School

Present: Claire Schmidt, Geoff Hopcraft, Paul Homewood, Cy Gearing, Mike Gullis, Alice Noyes, Andy Matson, Helen Silvester, Alan Hannibal, Stan Cragg

Apologies: Yvonne Homewood, Gareth Holsgrove, Mel Fowler, Annette Newton

Minutes recorded by: Claire Schmidt

	ITEM	ACTION
1	APOLOGIES	CLAIRE
2	MINUTES OF THE LAST MEETING Proposed by Geoff seconded by Claire	CLAIRE
3	MATTERS ARISING Claire - the Secretary@brjrunandtri.org address receives numerous emails regarding new races and other information. Should all or some of this information be disseminated to all club members and if so, by what means? Discussion: sending mass emails to the club is obtrusive. Claire will post local or particularly interesting information to Club's Facebook page until the club website issues are sorted. Geoff – the club website is still having major issues. Bren is looking to change host ASAP, which will facilitate further changes. Cy – it has been difficult to collect track session payments for various reasons. Payments by bank transfer do not provide immediate proof of payment and because of website issues there is still no direct payment option available via the website. (see above). Stan suggests payees obtain a screen shot/grab when their online bank transfer is made, emailing this to Cy as proof of payment as a temporary solution. Guidelines on payment options and expectations to be included in the publication of the next block of courses.	CLAIRE, BREN
4A	COMMITTEE REPORTS CHAIRMAN – Geoff Has been approached by member suggesting the BRJ Facebook group should be a closed instead of an open group. Discussion: It is currently an open group which seems to be working for now. The fear of an open group is that any controversial posts will be seen by all. Conversely, the openness allows non-members to see just how active the club is. Individuals each have a responsibility to post correctly on social networks. Members should also utilise private messages if this is more appropriate. Committee recommends we should post more Club news on the Facebook page, like race results and to keep the group designated 'open' for the time being. This will continue to be monitored with an option to revisit if there are issues in the future.	GEOFF

4B	<p>SOCIAL – Mel</p> <p>- Committee Decision Unanimous: Approve funding of £30 to buy supplies for Halloween treasure hunt.</p> <p>Discussion: The increase in social membership fees by new juniors has subsidized these supplies. It's another way to encourage our youth to be actively participating in the club.</p>	MEL
4C	<p>MEMBERSHIP – Alice</p> <p>As per report</p>	ALICE
4D	<p>TRAINING – Cy</p> <p>First block of track sessions had 17 places, this second block is full at 20 places. Breakeven for the track is 12 places. There is a need for more coaches – four are available but due to working commitments, etc, it would be helpful to have more trained coaches. Alice mentions that Simon Lumley may be interested in becoming a run leader and/or coach. Committee agrees that the club would look to fund him in this endeavour.</p>	CY
4E	<p>TRIATHLON – Andy</p> <p>Juniors are getting fantastic results and the juniors sessions are growing week to week.</p> <p>- Committee Decision Unanimous: Approve use of residual funds raised by juniors' session to purchase high-vis waistcoats for the juniors.</p> <p>Discussion: Money raised from juniors session (after hall and track expenses are paid) for would be used to pay for the waistcoats; this money isn't coming out of club budget. The jackets would be kept by coaches at the end of the night. Andy to purchase and provide Stan with a breakdown of expenditure.</p> <p>- Committee Decision Unanimous: Approve typical donation of £250 to HBK Park for use of lake for open water swim.</p> <p>Discussion: This is the usual donation to Hinchingsbrooke as per previous years in respect of utilising the lake for open-water swimming. The money is a donation which is used to improve the park; in previous years this money was used to build the fence around the cafe and improve the children's play area.</p>	ANDY
4F	<p>CLUB CAPTAIN – Alan</p> <p>Moonlight run around Grafham: 17 November is the full moon, so two runs planned - 14 Nov (Thursday) & 19 Nov (Tuesday). The 19 Nov run will also include the London marathon ballot draw. Alan to confirm details to Cy for circulation in weekly activities email.</p> <p>London Marathon Draw – Possibility of 4 place due to increased membership, Alan to verify this. Alan will send out the list of people who are on his list for the club draw to make sure no one has been unfairly excluded, then will check names with Alice to ensure all are eligible to be entered into the draw. Criteria: must be member for the previous season, be fully paid, have entered and been rejected for the London marathon.</p> <p>Santa run around Grafham - Sunday 22 December. This will also be flagged up in the weekly email from Cy, publicising forthcoming events</p>	<p>ALAN / CY</p> <p>ALAN / ALICE</p> <p>ALAN / CY</p>

Club Discussion:

- BRJ's insurance covers events that occur during officially organized club training sessions, making it essential that we properly document these training sessions. Cy's weekly email of club sessions is our accepted documentation, so it is imperative that all club events are included in this email. Anyone wishing to add a club event (for example, a Sunday organized bike ride) must send information regarding this ride to Cy by the previous Friday before so that it will be included in his weekly email. Any others, e.g., advertised just on Facebook, will not be covered under our insurance. Geoff to email the membership to advise of the procedure for official Club events, to avoid confusion and clarify the insurance stance.

4G FROSTBITE – Mike

As per report

4H PRESS – Paul

As per report

PAUL

4I KIT – Gareth

GARETH

Geoff has spoken to Gareth and presents the following information:

A minimum stock of all sizes of kit has been ordered so we are covered for the current Frostbite season. Unfortunately, as per Gareth's report, the quality of these new vests are poor.

Discussion: poor quality is confirmed by committee members who have had vests fall apart at the seams almost immediately.

- Agreed action - Gareth to source other potential suppliers and to come to rest of the committee with suggestions. Mike will send Gareth the emails of other running clubs to see where they purchase their kit.

Gareth proposed an annual kit ordering process (at time of membership renewal) for ease of ordering and discounted kit price from one bulk order. Also, he is unable to store excess kit as his house.

Discussion: annual kit ordering process not the best option for our club as we have new members joining throughout the year. Also, most vests are ordered for the Frostbite season which does not coincide with annual renewal.

- Alice has offered to store excess kit
- Committee decides against annual kit ordering, but are willing to consider a quarterly ordering system. For this to be effective, Gareth would be responsible for sending out an email to the club on a quarterly basis, stating the next order date and the date at which the order will be received. This would be possible for non personalised kit, which is an offer that the current supplier introduced. It may be more beneficial to hold stocks of non personalised kit, and provide options for members to personalise themselves after purchase (e.g. the London Expo mail order service).

4J WELFARE – Annette

As per report

4K FUNDRAISING – Helen

We're doing very well so far this year.

The book sale has been rescheduled because of poor weather at Great Eastern.

Duathlon raised £165

The BRJ Nuns on the Run raised £760 from their Great Eastern, St. Ives, and Great North Runs, and, combined with Jill & Tina's Great North contribution of £640, makes a total of £1400

4L TREASURER – Stan

£7100 in the bank includes £600 deposit for the Ball, of which £300 was already earmarked.

- 4M SECRETARY – Claire CLAIRE
Next committee meeting to be scheduled for Monday 13 January 2014
Agenda will heavily focus on AGM, Celebration evening and our Frostbite
- 5 BEGINNERS COURSE ALICE
Purpose of the beginner’s course is to take non-runners and in 8 weeks train them to be able to run a 5K. This has been well received in previous years, adds a few new members to the club, and makes a small profit for the Club.

Discussion: Retention of the beginners could be higher if participants were better transitioned to the other club runs that tend to be 5+ miles long. Perhaps a 10- 12 instead of 8- week course would better equip the beginners to run with regularly club runs? This course takes quite a big commitment from volunteers. Alice to approach Amy to see if she is interested in running the course this year. May consider the normal 8-week course plus two additional weeks of running with the normal club run on a Monday to help with transitioning the beginners (or some version of this).
- 6 HUNTINGDON 10K ALICE,
ANDY
Frankie has sent some emails requesting BRJ support. The Huntingdon 10K is now a charity in their own right, and they raise money to support other small, local charities of which there were about six last year.

Since race organization is already sorted we would have more helpful role in promoting to other clubs and engaging the schools to increase youth participation. Many of the runners at Huntingdon 10K are unaffiliated, so we will be given high profile coverage for potential new members, and should also look to increase this with both a fundraising and information stall at the race. Andy will use his contacts in youth sports to advertise the 9-16 year old race and the 5-8 year old race.
- 7 HUNTINGDON TOWN COUNCIL 10K ALICE

- **Committee Decision: Defer decision of involvement in Huntingdon Town Council 10K to be held 13 April 2014 until more information is obtained.**

Discussion: This ‘Jubilee of Sport’ in Huntingdon is planned for next Easter. Initial thoughts re: the route were to go from Jubilee Park to Lord Ramsey’s land, which would keep the race off roads and would make the venture much more feasible. The Council is in the process of obtaining permission from Lord Ramsey. Committee will discuss further when more information is obtained.
- 8 BRJ VOLUNTEER ‘SPOT PRIZES’ MIKE

- **Committee Decision Unanimous: Approve allocation of a sum of £10 for use as spot-prizes for BRJ Frostbite 2014 and other official BRJ events.**

Discussion: In past years volunteers’ names were pulled out of a hat and winners awarded a small prize such as a basket of fruit or bottle of wine. This encourages volunteerism from club members.
- 9 REVISED FORMAT FOR 2014 CLUB ROAD RUNNING CHAMPIONSHIPS MIKE

- **Committee Decision Unanimous: Approve revised format of the Running Championships to start with effect from 1st Jan 2014**

- **Committee Decision Unanimous: *Approve the roll-out of the Junior Running Championships, to start with effect from 1st Jan 2014 to the format proposed.***

Committee Discussion: We are fortunate and thankful for all of Mike's hard work! The selected races will be encompass various distances and be local to facilitate all club members' participation. The limited number of scored races will significantly reduce Mike's workload, making the process sustainable as the club continues to grow.

The Championship prizes will be awarded at the annual February celebration, which will be held early enough for the juniors to attend and receive their prizes as well.

10 25TH ANNIVERSARY PARTY

50 tickets have been sold so far, which isn't bad but as we have 202 members it could be significantly higher. The night will include a 3-course meal, disco, band, and charity auction.

Nykki is looking for ideas on how to advertise, Geoff suggests putting a footer on any club emails with Nykki's contact details. Also suggested is an informational poster (digital and print) including details on suggested attire and the evening's entertainment. Geoff will liaise with Nykki regarding the poster option, and will also circulate the footer to Committee members

GEOFF/
NYKKI

ALL

Alan to assemble a list of previous prominent members and their contact information if available; Geoff will compose and send a letter of formal invitation to these members.

ALAN /
GEOFF