**Minutes for Committee Meeting**

**Monday 23rd January 2023 7.00pm**

**Present:** Leigh Henderson (LH), Ian Byett (IB), Felicity Edwards (FE), Deborah Montgomery (DM); Edward Thomas (ET), Jo Breeds (JB), Ken Littlejohns (KL), Anna O’Neill (ACO)

**Apologies**: Jackie Tobin (JT), Ann Henderson (AH), Carol Quinn (CQ), Terry Wegg (TW)

|  |  |
| --- | --- |
|  |  |
|  | **PART 1** |
| 1 | LH welcomed the attendees and thanked them all for attending. LH confirmed that the meeting was quorate.  **Minutes of the last meeting (12/12/2022)**  The minutes of the previous committee meeting were discussed and agreed as true and accurate records. It was noted that the 4th of June Wessex meet will be at Basingstoke and there may be a clash with the Alder Valley League.  The minutes of the budget meeting held on 16th January 2023 were acknowledged. The actions have been added to the tracker and progress is reported within that. The following points were noted:   * Georgina will review the accounts as per previous years. If no requirement exists for the accounts to be reviewed by two individuals then Colin will be asked to stand down this year. * FE has made contact with two accountants to ask whether they will be interested in taking on our accounts. Shawcross & Martin undertake this work for other similar organisations and provide the type of services that we need. A second firm can consider our needs next month when they have time to review. FE also has the details of a couple of bookkeepers. Until quotes are received, there is no indication of costs. * There is not a lot wrong with the website. It needs a tidy up and a sort out of content. DM offered to assist and do some background work. She suggested that a group could meet to sort out the content and then help manage content going forward. DM has a template, which can be used to help structure the site by considering the content and where it should be held. The website should be used as a repository of info and news with Facebook also being used to share news. Care should be taken to ensure data protection is considered in any redesign.   **Action**: DM to arrange a meeting with JB, AH, ACO, TW to review the website |
| 2 | **Matters arising from the last minutes**  The Committee Tracker was reviewed and updated. Points to note are:  Item 2, Love Admin upgrade. JB reported that love admin version 2 is not fit for purpose especially as data cannot be transferred into the new version of the tool via spread sheet. JB would like to move from lovadmin to a tool called Coacher. Research has shown as it to be cheaper, simple to use and the supplier will upload membership information on our behalf. Timing would be August when things are a lot quieter membership wise. The Committee all agreed to support the change. ACO will review the subsequent contract including GDPR implications and will support JB at a meeting with the supplier.  Item 3, FE will check whether the Council is covering insurance for the stand. It was noted that what we need to insure is the clubhouse, buildings and contents. IB queried whether the Club is double insured by UK Athletics?  **Action**: AH to check public and employers liability coverage from EA and continue to push for updated quote for clubhouse  Budget – A line item needs to be inserted for in the budget for services for the new cabin. electricity, etc. |
|  | **PART 2** |
| 3 | **REPORTS**  The reports were issued in advance of the meeting via email and additional comments are noted below.  **Membership**  We will start to collect new membership fees once annual fees agreed.  It has been agreed that waiting lists will be managed via the membership database - agreed with Sue, Cheryl and Liz.  **Finance**  At the end of December the current account was down to £14k but we received a track invoice of £8k so £10k was moved into the current account. We have paid large bill for ground work services of and legal work. We haven't touched any of the money in the Nationwide account.  Inflation is starting to bite.  The Committee discussed quickly whether expenses should be spent on room hire or whether more use should be made of the club cabin. When used for the budget meeting it was cold, too small and exiting the site was unsafe so it was agreed that it is not a viable option.  Expenses for NAL were discussed. IB confirmed that £2752 was spent on travel and £800 on hotels. Using the same travel policy, the expenses will be £1025 this year due to the change in NAL venues.  It was agreed that new Treasurer can look at budget headings to help with transparency plus a benefit of using professional accountants is access to proper systems.  **Coaching**   * LH is really pleased about how matters are progessing with the sprint groups. John is going to work with the existing sprint groups. The aim is for John to then increase the size of his group. Andy Sleap has engaged and will be encouraged to do more. * Cheryl, Liz, LH and JB met and discussed the activities of the juniors. They discussed a monthly split for the year 5s. This will help with building in skills based work early on. * Neil Barton has passed the coach programme * Some progress in volunteers. * LH is seeking to confirm what first aid is included in licence renewal * AH is getting quotes for face to face training including defibrillator. * Track training for road runners. Mitch Lloyd wants to train as a coach.   LH queried whether there Is there room for everyone on training nights and whether there should be a track training booking system? Should people not competing use the track? It was agreed that this should be considered further.  Disability Group - not linked to the Club. The Club books the track for them as they can't get a booking account however it is costing the Club money. Sue Pett to be told the cost and that the Club should not be liable for the surplus.  **Club Secretary**  LH provided an update on behalf of AH.  The attendees were reminded about the need for role guides to be progressed.  It was noted that JT is not able to commit to regular attendance.  We need to recommend a President for AGM nomination- JB has looked at role guide and proposed a draft for review. Changes were suggested and it was agreed to review further. It was proposed to approach Dave Hope about the role and this was agreed by all. It was further agreed that the President can attend meetings but will not have a vote.  AH has proposed that the Youth Development Officer be changed to School and College Liaison. Lisa Hedderly has indicated that she is willing to take on this role.  There are a good number of Hoppit entries so far. Tim Fowler will be requested to confirm how many entries are needed to break even this year.  JB will continue to do the 3 As data input for LH. |
| 4 | **DECISIONS AND UPDATES**  **Stand and Clubhouse**  Delays in getting concrete base (weather etc) are causing concerns around Passmore’s timings.  Next big bill is £27 k for the next phase of Passmore’s supply.  Possible sources of grant funding were discussed. FE will draft an email for AH to send out to Councillors asking them for a contribution from their funds.  FE offered to do a presentation about the status of the stand project at the AGM.  **AGM**  JB confirmed that she will stand again as Wessex League Secretary and LH advised that he is going to stand as Chair. FE needs to have a committee role confirmed at the AGM, LH undertook to check details with AH.  It was agreed that Schools Liaison role will not be a Committee role  **Popham Cross Country**  It was agreed that additional marshall vests should be purchased  **Membership Fees**  The committee members agreed that a 15% increase will be applied across all membership categories. The increase will be communicated alongside a clear list of reasons why the increase is required and what benefits members get from being part of the Club. It must also be emphasised that the Club did not make any fee increases when inflation increased last year.  **Junior Awards evening**  This will be held on the 25th March at QMC. The DJ is booked and volunteers will be needed. |
| 5 | **AOB** |
| 6 | **Date of next meeting**  Monday 6th March at 7pm |