**Minutes for Committee Meeting**

**Wednesday 23rd March 2022 7pm Basingstoke Rugby Club**

**Present:** Ken Littlejohns (KL), Anna O’Neill (ACO), Jackie Tobin (JT), Nick Wells (NW), Ian Byett (IB), Ann Henderson (AH), Leigh Henderson (LH); Carol Quinn (CQ), Felicity Edwards (FE), Terry Wegg (TW), Edward Thomas (ET), Jo Breeds (JB

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|  | **PART 1** |
| 1 | LH welcomed the attendees and thanked them all for attending.  **Minutes of the last meeting (14/02/2022)**  The minutes of the meetings were discussed and agreed as a true and accurate record.  ET advised that he has yet to transfer the funds from one account to another (this is detailed in 3) |
| 2 | **Matters arising from the last minutes**  The Committee Tracker was reviewed and updated. |
|  | **PART 2** |
| 3 | **REPORTS**  The Reports were issued in advance of the meeting via email and additional comments are noted below.  **Treasurer**  ET noted that cash flow is technically showing a deficit however money is being paid in for memberships, which will rebalance the figures. The trackside fund numbers £141,683 and this will be increased by £10,000 once the previously approved transfer is made.  **Coaching**  LH explained that the AAAs award scheme will commence this month with performances being added by coaches and athletes that meet the standards being identified. Club costs will be kept sensible by the use of printed certificates and options for athletes to purchase badges.  **Competition**  Fleet and Eastleigh half marathons saw three new Club records and team successes (the men won the team event at Fleet and the women won the team event at Eastleigh). It was acknowledged that performances are improving across the Club.  TW advised that Hoppit entries are where they should be at this stage of the year.  **Secretary**  AH met with Phillips solicitors to explain the work required to reconstitute the Club in order that Phillips could provide a quote. A quote has been received and this may be reduced if agreement can be reached on sponsorship opportunities. |
| 4 | **DECISIONS AND UPDATES**  **Roles Discussion**  JT presented two documents: a comparison of the Coaching Co-ordinator and Youth Development Officer roles and draft updated role guides.  In-depth discussion followed and no clear consensus was reached. It was suggested that a distinction could be drawn on the youth side between internal and external focus with the Youth Development Officer role being more focused on the latter.  It was acknowledged that there are differing views and LH and NW agreed to discuss the draft documents further prior to the next meeting.  **Action**: JT would re-circulate the papers .LH and NW to review and discuss the Coaching Co-ordinator and Youth Development Officer documentation.  **Track Edging Decision**  The Council have requested a decision on track curbing and FE circulated information prior to the meeting. The Committee discussed the three options which were:   * No curbing * Aluminium curbing * Polycurb curbing   It was noted that having curbing, especially aluminium, could cause additional risk and cost but that the Club would not be permitted to host international competitions without it. Requests to host such competitions would be an extremely unlikely situation.  The decision was taken not to have a curb. If one is required at a later date then it was assumed it could be added.  FE agreed to check whether a curb could be added at a later date and refer back to the Committee if it couldn’t be.  **Action**: FE to confirm the curbing decision to the Council and ask for confirmation about adding a curb at a later date.  **Stand Update (Rolling item)**  FE referred to the documentation circulated prior to the meeting, which set out clubhouse design options. The Committee ratified the subcommittee recommendation of choosing option 4 whilst acknowledging that there are details to be ironed out. Option 4 is a modular, not temporary, building of a size in the region of 14.5 x 5.5m. Action: FE to obtain cost for Option 4 & circulate.  **NAL Manchester Match 4th June 2022**  IB explained that most of the NAL team will travel up the night before and hotel accommodation will be required. IB requested permission to book 25 rooms now to ensure rooms are available especially as it is a bank holiday weekend and prices are likely to rise. The Committee agreed and it was noted that the rooms are fully refundable and money is already allocated within the budget for such costs.  **Phillips Sponsorship suggestions**  Committee members were requested to send any sponsorship ideas to AH before Tuesday 29th March 2022.  **Alternative locations for training nights**  During the track closure it appears as though most groups are using Downgrange and Stratton Park.  Work has continued in considering alternative locations. Lord Wandsworth College has proved to be an expensive choice whilst facilities at Andover and Cranborne School provide feasible options.  The Committee agreed that LH would have authority to make arrangements at any location that is reasonable compared with what the Club pays for Downgrange.  **Policies**  AH reported that the welfare policy is being tidied up and the policies can soon be put onto the website. Following completion of the policies, work will commence on the role guides of which there are circa 40.  **SEAA XC & National XC Championships**  It was agreed that entry for these should be done by individual athletes rather than by the Club due to the administrative burden.  **Date for Club Champs/Dream Mile**  It was agreed that these would be held on the 3rd of September 2022. |
| 5 | **AOB**  JT advised that the front facing camera for the photo finish needs a new lens, which will cost £244. This repair is required to be done quickly as the equipment is due to be hired out. This was approved, as there is money in the budget for this purpose.  TW requested approval to fund the minibuses for the South Downs relays, which will be in the region of £150. This was approved. |
| 6 | **Date of next meeting**  Wednesday 20th April 2022 7pm |