**Minutes for Committee Meeting**

**Monday 6th March 2023 7.00pm**

**Present:** Leigh Henderson (LH), Ian Byett (IB), Felicity Edwards (FE), Deborah Montgomery (DM), Ken Littlejohns (KL), Anna O’Neill (ACO), Jackie Tobin (JT), Ray Gartland (RG), Dave Hope (DH), Terry Wegg (TW), Carol Quinn (CQ)

**Apologies**:, Ann Henderson (AH), Edward Thomas (ET), Jo Breeds (JB)

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|  | **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 (23/01/2022)**  The minutes of the previous committee meeting were discussed and agreed as true and accurate records. |
| 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.  **Finance**  It was noted that the stripe payments have gone into the cross country budget line rather than the open. Refreshment line item of £600 needs clarifying.  The number of Hoppit entries is above where we would expect to be at this stage.  **Coaching**  In his role of H&S Officer, Roger Doust is looking at the cage and identifying any issues.  With regards to the issue of 3As certificates LH queried the frequency of issue, annually or per achievement. It was agreed by the Committee that this would be discussed with the volunteer assisting with this activity to gauge her preference.  The Council were provided, at the Operations meeting, with a list of equipment needed. This reflects a value of approximately £5k. JT has also written to the Council to provide information about issues with the hammer cage, javelin markings and steeplechase.  Richard Weston (insurance contact) has offered two free pole vault stands with a trolley. Andy Sleap and Rafer Joseph are due to discuss this further.  **Membership**  CQ highlighted, in the committee report, that two members have become eligible for life membership. JT proposed that both be granted and LH seconded the proposals.  It was also agreed that a junior member had met the eligibility criteria for junior life membership. This will apply for a minimum of three years.  The Committee noted that the Hampshire cross country county selection criteria for inter county races is not clear.  **Action**: LH to email Tracy Jones and request clarification as to the written selection policy.  Following the AOB items in this Committee report the Committee agreed to CQ’s proposal to co-host the match at Guildford on the 27th May.  The Committee discussed the matter of the Alder Valley match 3. The Committee agreed with CQ’s position that communication is required to the team managers and league that BMHAC will not attend this match on the 2nd July due to the clash with other events.  **Action**: CQ to write a list of the current issues with League arrangements.  **Club Secretary**  AH asked the Committee for input on the number of invoices that should be requested for the track hire. It was agreed to continue with quarterly invoices as that will assist with cash flow purposes. It was also agreed to continue with track hire from 6pm to 8pm on training nights and that the Committee would be open to extending bookings in principle.  Further information will be requested on the impact of the track closure on the track payments due.  It was noted that the speed decathlon entry fee must include the cost of the track hire but that one of the three free vouchers could be used.  The Committee agreed that Roger Doust should proceed with requesting quotes for the defibrillator external housing and that AH should commence the process of requesting a postal address for the Club. |
| 4 | **DECISIONS AND UPDATES**  **Stand and Clubhouse**  FE provided an update as a follow up to the paper provided with the reports. She explained that Building Regulations apply to the build, which will cost £1250. Further clarity is being sought on the cost of electricity and security shutters. Later on additional funds will be required for flooring and kitchen facilities. FE outlined the expected costs of the electricity connection, soakaway, balance of the building costs and the Club contribution to groundworks and stand.  Building Control reps are visiting on the 28th March 2023.  Grants are being applied for.  FE stressed that with the anticipated change in Treasurer; there must be continuity of someone being available to pay invoices.  **Governance**  ACO referred to the Governance Paper and decisions requiring approval. In summary these are:   * Application of SAIL address for the new company * Change in new company name (to remove errant ‘s’) * Confirmation of CASC roleholders for the new company once assets transferred.   All decisions were agreed. |
| 5 | **AOB**  **75th Celebrations**  The 75th Anniversary celebrations will be discussed at the next meeting. Any ideas can be sent to LH in advance.  **Popham**  It was agreed that KL will represent the Club at the Popham Airfield open day.  **Website**  The attendees agreed some of the open actions around the required website updates.  **Open Meeting**  LH will co-ordinate ideas around an open meeting for senior athletes. |
| 6 | **Date of next meeting**  Monday 3rd April at 7pm |