



HAMBLETON ATHLETICS & RUNNING CLUB

MINUTES OF COMMITTEE MEETING

Meeting held 13th June 2022

1. Attendees & Apologies

Attendees: Gemma Wardle (Chair, GW), Ruth Hancock (RH), Chris Lees (CL), Anna Bonner (AB), Kay Kelly (KK), Sara Sherwood (SS), Graham Finlay (GF)

Apologies: Alice Inglis, Nigel Haresign

2. Review of Reports

Reports from Chair, Head Coach, Membership and Treasurer were reviewed. The only question arising was what the net result of the Car Boot Sale was (expenditure vs income).

*Post-meeting note: GW confirmed that the income from the car boot sale was £699.96. The fee paid to Bedale Town Council was £120.00. This resulted in net income for the club of **£579.96**.*

3. Outstanding Actions from Previous Meetings

The following updates were provided:

Action	Update & new actions
CASC status progression	In progress – GF & CL to continue work on this
Event tent	Refunded and replaced – CL to submit receipt for reimbursement of extra costs (higher cost of new tent plus side panels)
Kit outer layers and hi-vis for coaches	AB, SS & CL to investigate further, prioritising outer layer to be ready for autumn/winter
Crowdfunding – pledge & prize sourcing	AI to provide update to committee
Kit & junior kit	All completed, no further action needed
Awards	See below for update
Club rules	CL & GF to follow up as CASC progresses; AB & GW to update as needed after this

4. Club finances

(a) Club bank account – confirmed committee agreement for GF to hold a debit card for the club bank account.

(b) Agreed we should investigate other banks as the club account will start to attract charges from October. Committee felt an ethical bank is a priority, online banking facility is essential and compatibility with Post Office could be helpful given the lack of bank branches.

ACTION: GF to investigate and report back to committee.

- (c) Year end accounts – unanimously approved by committee.

ACTION: GF to progress submission to HMRC/Companies House as needed.

5. Club Awards Update

The subcommittee shared that the cost of trophies is very high and following discussion it was agreed that the options of medals, shields and other smaller trophies should be investigated. Agreed that as this is the first year of awards the initial event should be low key to introduce the awards and show members the criteria for each award ahead of the next full year. The “members vote” award will however be presented. Confirmed that Friday 9th September is the chosen date for the awards event

ACTION: GW & NH to investigate venues and book.

ACTION: Subcommittee to finalise award details & appropriate trophies/medals.

ACTION: CL to organise members’ vote.

6. Fundraising Update – Car Boot, Crowdfunding

No updates provided.

ACTION: AI to update committee as soon as possible.

7. Club Standards

- (a) Agreement to codes of conduct

AB reported that, as of Monday 13th June, only 18 of our 46 registered 2022/23 athletes have agreed to codes of conduct and we need all members signed up to be compliant with EA’s club standards.

ACTION: AB to email all members who have not signed up as a reminder. If further chasing is needed, this will be split across several committee members to ease the burden.

- (b) As of Monday 13th June, only 46 of our 85 athletes have completed their membership renewal.

ACTION: AI to follow up with members before 30th June.

- (c) Welfare Officer status

CL remains as the DBS checker and is booked on the Time 2 Listen course on 22nd June, which will make him fully compliant. KK now has DBS but needs to register for the safeguarding and Time 2 Listen courses.

ACTION: KK to book onto the courses asap.

8. Club Standards

Per agreement in a previous meeting, all committee members should complete DBS checks. Only GF and SS need to complete these, as all others are up to date as part of the coaching licence.

ACTION: SS & GF to arrange through EA Portal

8. Publicity

Agreed that posters around town need to be refreshed as some have been removed. Coaching team given posters to handout if people ask about the club. All committee members encouraged to share posters wherever possible – SS has the stock.

ACTION: SS to refresh posters in town as needed

Facebook posts for the members group will include “Medal Monday”, encouraging members to share the runs they have done or any achievements.

ACTION: RH to schedule posts

The focus of the public club page is to attract members and maintain a positive image of the club. For the most part, pictures are more important than words – aiming for 1 brief post every 2/3 weeks ideally, with longer articles for special achievements and events, such as event wins, charity activities, C25k graduation etc.

ACTION: RH & SS to work together to maintain cadence of Facebook posts, sharing where needed.

9. Walking Group Future

Despite initial enthusiasm for the walking group, attendance has been low and the group will therefore be cancelled for the time being. The committee expressed thanks to Becky Donaldson for her efforts setting up the group up and leading it.

ACTION: CL to remove walking group sessions from the website.

10. Junior section

Various aspects relating to the club’s junior section were discussed...

(a) We will introduce an “induction programme” for juniors. This is envisaged to be around 3 weeks, taking place as part of normal sessions, covering aspects mainly relating to safety. Some kind of assessment will be performed at the end, and participants will be rewarded with a medal and certificate. In future, this could be extended further to badges for different disciplines (eg – endurance running, throws).

(b) Proposed fees for juniors (detailed in coaching report) agreed and approved.

(c) Agreed that when the junior section is established, they should have a voice on the committee. This will likely be via some kind of school council type model, but the exact nature will depend on the number of juniors and their skills. Agreed to revisit in September.

ACTION: CL to draft junior induction programme for review by KK, RH & SS

ACTION: AB to check current 5km events to see which allow juniors, and work with CL on how to share this info with members.

ACTION: CL to work with AI to update membership fees on website.

11. AOB

Following a query from a participant, the committee discussed the pricing structure for C25K. The current system is that the course is free and at the end of week 2, participants are required to join the club (currently £30/year). The committee felt this system has worked well as it gives participants a few sessions to get to know the club and offers an easy transition into the main club sessions at the end of the programme. Even if participants do not wish to join club runs at all after the end of the programme,

the fee of £30 still equates to just £1 a session. Considering the coaching and support participants receive throughout the programme, it was felt that this represents very good value. For these reasons, the committee agreed there is no reason to change the current structure.

ACTION: CL to feedback to participant who raised the query.

Date of next meeting: Monday 12th September, 7pm

Minutes prepared by Anna Bonner, 14th June 2022