



HAMBLETON ATHLETICS & RUNNING CLUB

MINUTES OF COMMITTEE MEETING

Meeting held 6th February 2023

1. Attendees and apologies

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

Apologies: Alice Inglis

2. Review of reports

Reports from Chair, Head Coach, Membership, Fundraising and Treasurer were reviewed. There were no questions arising. The only point noted for the minutes was that HARC were unsuccessful in securing a Car Boot date for 2023.

3. Outstanding actions from previous meetings

All open actions were reviewed and the following noted:

- CASC Status – discussions ongoing
- Codes of conduct – ongoing action
- Welfare – GW to check with AI on Time to Listen course as EA Portal shows this as not booked or completed
- HARC Angels – event completed
- Events list – ongoing action
- BASA Affiliation – AB reported that BASA have received the application for affiliation and will discuss it at their meeting in February

4. Review of proposed changes to role outlines

The following changes were agreed:

Addition to Treasurer role:

1. *Liaise with bank, PayPal and any other financial institutions with which the club has a relationship, ensuring committee members have appropriate authorisation to act on financial matters.*

Additions to Officials Coordinator role:

1. *Develop knowledge of the range of roles available for officials, as well as training requirements for those roles, and courses available to meet the requirements.*
2. *Maintain a log of members' interest in obtaining officiating licences, and progress to date.*

Addition to Chair and Team Manager roles:

1. *Maintain first-claim membership with HARC to avoid any potential conflict of interest.*

In addition, the committee agreed to add a role description for general committee members, and a separate document describing the role of directors of the limited company.

ACTION: GW to update role outlines document

Post-meeting note: Above action completed and amended document uploaded to Basecamp

ACTION: GW to create role description for directors

5. Process and key dates for AGM

The committee agreed that we will follow the same process as 2022 for the AGM. The timetable will be as follows:

By 13th Feb (latest): Date of meeting, role outlines and invitation for nominees for committee to be sent to all members by email (with notices posted on Facebook and WhatsApp)

17th February: Deadline for submission of annual reports (by email to AB)

20th February: Annual reports, important information document and meeting agenda to be sent to all members by email

26th February: Deadline for receipt of nominations

6th March: AGM followed by social

All committee members were reminded that they will also need to provide nominations and seconders if they intend to stand for re-election. Those submitting reports should also be prepared to spend a few minutes at the AGM presenting them to members.

ACTION: GW to review and amend 'Important Info' document

Post-meeting note: Above action completed and amended document uploaded to Basecamp

ACTION: GW, GF, CL and AI to submit annual reports to AB (NB Membership & Fundraising to be provided as separate reports)

ACTION: AB to send relevant emails to all members

6. AOB

GF requested clarification of which grants/fundraising money is ring-fenced and for what.

ACTION: AI to provide details to GF

It was confirmed that following completion of the HARC Angels event, a total of £300 will be sent to Hambleton Foodshare.

ACTION: GW to contact Hambleton Foodshare to request bank details and quote for publicity

Post-meeting note: Bank details shared with GF for payment and quote provided to RH

ACTION: GF to arrange payment to Hambleton Foodshare

ACTION: RH to arrange publicity

The committee agreed that it would be good to investigate social activities which don't necessarily include running. Suggestions included karting, gin train, cocktail-making, away Parkrun (abroad?), Knaresborough Bed Race, Dalby Forest activities, segway, archery, laser quest, clay pigeon shooting, weekend running events further afield (e.g. Lakeland Trails or similar).

ACTION: GW & NH to investigate and progress as needed

Date of next meeting: AGM, Monday 6th March, 7pm

Minutes prepared by Anna Bonner, 7th February 2023