



## COMMITTEE MEETING MINUTES

<b>DATE:</b>	<b>TIME: VENUE</b>	<b>CHAIR:</b>
12 <sup>th</sup> June 2023	7pm, HARC HQ	Gemma Wardle (GW)

<b>IN ATTENDANCE</b>	<b>APOLOGIES</b>
Lynn Inglis (LI), Secretary Chris Lees (CL), Head Coach, Alice Inglis (AI), Membership Secretary Graham Finlay (GF), Treasurer Ruth Hancock (RH), Committee Member Sara Sherwood (SS), Committee member	Carolyn Keeble (CK) Becky Williams (BW) Nigel Haresign (NH) Katy Bamber (KB)

Item	Discussion	Action / Timescale
	GW welcomed all those present, and apologies were noted	
1	<p><b>Review of actions from previous meeting:</b></p> <ul style="list-style-type: none"> <li>Community Amateur Sports Club (CASC) status progression remains ongoing.</li> <li>The club is required to continue to monitor that all members have signed the England Athletics (EA) Codes of Conduct. AI will remind all members to agree the athlete code of conduct via the EA website from 1<sup>st</sup> July 2023.</li> <li>GW has contacted EA and has confirmed that the role of DBS verifier can be split from that of the Welfare Officer role. Confirmation that the DBS verifier will be CK. It was also discussed that EA have changed the way the committee can be structured, except for the chair and treasurer which must continue to be separate roles. In addition, those present were happy for GF to retain roles of treasurer and vice chair.</li> </ul>	<p><b>Action – CL</b> Further update September 11<sup>th</sup>, 2023, meeting</p> <p><b>Action – AI</b> From 1<sup>st</sup> July 2023</p> <p>Completed GW</p>

	<ul style="list-style-type: none"> <li>GW reported that EA have confirmed that there is no additional training required for the new mental health champions (NH, KB and LI). It was suggested that any member requiring support will first contact a welfare officer – CL and AI. A list of signposting services will also be made available. The committee agreed that the two welfare officers will set up a WhatsApp group for the purpose of liaison should support be required for a member.</li> <li>The club role outlines have been updated, including adding Head Coach as an elected role.</li> <li>The details of the Company Director and bank signatory have been changed following the resignation of the previous Club Secretary.  GF to contact the bank with details of CL, GF, and GW for the purpose of new bank cards.</li> <li>It was agreed that all club receipts will be uploaded onto Basecamp. CL advised that if we receive CASC status then we will be able to use Microsoft Office to record and document club business.</li> <li></li> </ul>	<p><b>Action – AI &amp; CL</b> By 19<sup>th</sup> June 2023</p> <p>Completed by GW</p> <p>Completed by GW</p> <p><b>Action – GF</b> By 11<sup>th</sup> September 2023 meeting</p> <p><b>Action – GF</b> By 11<sup>th</sup> September 2023 meeting</p>
2	<p><b>Committee members' verbal reports:</b></p> <p><b>Chair – GW</b> No issues arising from report. Report is available on HARC website.</p> <p><b>Treasurer - GF</b> GF discussed the club's financial accounts for year ending March 2023, no issues arising from report. GF to circulate end of year accounts to committee for review. These will need to be formally approved at next committee meeting.</p> <p><b>Head Coach -CL</b></p> <ul style="list-style-type: none"> <li>8 have signed up to the current C25k programme. The next programme is due to start in September 2023.</li> <li>The club's junior member numbers are more consistent at 5, with 3 new juniors having enquired and planning to attend for a trial session.</li> </ul>	<p><b>Action – GF</b> By 11<sup>th</sup> September 2023 meeting</p>

	<ul style="list-style-type: none"> <li>To maintain the safety of members, the coaching team will now not only sign them in at the start of a session but also sign them out at the end. In regard to juniors, leaders will sign them out, as they are 'handed over' to their parent/carer.</li> </ul> <p><b>Welfare – CL &amp; AI</b></p> <p>No issues have been reported. CL continues to contact members who have not attended sessions within a designated period.</p> <p><b>Membership Secretary / Fundraising -AI</b></p> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>Membership totals 87 for the current year ending 30<sup>th</sup> June 2023. Of this total, 53 members have signed up for year 2023/24.</li> <li>AI reports that she will be contacting all members via email and WhatsApp before the end of June to encourage those who have not signed up for the new year to consider renewing their membership.</li> <li>AI/ GW will remove all those who do not renew membership by 30<sup>th</sup> June 2023 from all social media platforms including the HARC website and EA portal.</li> </ul> <p><b>Fundraising</b></p> <p>AI reports various actions are currently in progress:</p> <ul style="list-style-type: none"> <li>Unfortunately, we were not successful in the draw for this year's Bedale car boot. However, next year's application takes place in January 2024 during the first Town Council meeting of the year. AI, RH and GW plan to attend this meeting to witness the selection process.</li> <li>AI will be submitting another application to the Tesco instore charity.</li> <li>AI is applying for a £500 grant request to Broadacres Community Development for potential funding to support our athletics section.</li> </ul>	<p><b>Action – AI</b> By 19<sup>th</sup> June 2023</p> <p><b>Action – AI</b> By 7<sup>th</sup> July 2023</p> <p><b>Action – AI/GW</b> By 7<sup>th</sup> July 2023</p> <p><b>Action – AI</b> By 19<sup>th</sup> June 2023</p> <p><b>Action – AI</b> By 19<sup>th</sup> June 2023</p>
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	<ul style="list-style-type: none"> <li>• AI to set up a WhatsApp group with Sam and Sally, volunteer members, to support and discuss other fundraising ideas.</li> <li>• Fundraising support also available from LI who suggested a stall at the Crakehall vs Emmerdale charity cricket match on 16<sup>th</sup> July 2023. It is proposed that we could promote all sections of the club. LI and AI will contact the organisers regarding this.</li> <li>• CL advised that a fun run and promotional event of the club is being held at the Northallerton carnival on 9<sup>th</sup> July 2023. Support welcome from members as marshals and to promote the club.</li> </ul>	<p><b>Action – LI/AI</b> By 24<sup>th</sup> June 2023</p>
	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• It was agreed that the Route Scheduler role should be held by a current club member. Therefore, the post is now vacant. It was agreed that the role outline would be posted in the members WhatsApp group inviting interest. Routes are currently uploaded until end August 2023 and GW has agreed to caretake this role until then.</li> <li>• GW has contacted The Dales Centre in Bedale as a potential venue available for short term hire during club runs or use for specific social events. This venue would provide an alternative to Bedale Hall (car park) especially during the winter months as it will provide the use of amenities, facility to leave property, and park cars. Venue manger has agreed to discuss with the Dales Centre trustees at the next meeting and feedback.</li> <li>• An error message showing on the home page of website has been reported by several members.</li> <li>• Hayley Holmes, club member, is undertaking a three-year training course. This will include a focus on nutrition, and she hopes to be able to share some of her knowledge informally with members. More information in due course.</li> <li>• Social events have been very successful this year with many members taking part in enjoyable sessions including Laser Tag and Inflatable 5K. GW, NH and BW will continue to organise events for the forthcoming year, including frequent 'run and pub' nights and 'coffee and cake' mornings following Park Run sessions. Details of all</li> </ul>	<p><b>Action – GW</b> Review at next meeting 11<sup>th</sup> September 2023</p> <p><b>Action – GW</b> Update next meeting 11<sup>th</sup> September.</p> <p><b>Action – CL</b> Following meeting</p>

	<p>events via the HARC website and reminders will be shared within members WhatsApp group. GW requested that committee members assist with promotion of these events by encouraging members to take part.</p> <ul style="list-style-type: none"><li>• Awards night will take place on Saturday 30<sup>th</sup> September at 7pm, at Institution, Bedale. The awards sub-committee/coaching team will reconvene in the coming weeks to discuss who will receive awards and make arrangements for trophy engraving etc. The social team will handle the arrangements for menus, decorations, promotion etc.</li></ul>	
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**NEXT MEETING**

11<sup>th</sup> September 2023, 7:00pm at HARC HQ, 32 South End, Bedale, DL8 2BN