



COMMITTEE MEETING MINUTES

DATE:	TIME: VENUE	CHAIR:
4 th December 2023	7pm, Lynn's House	Gemma Wardle (GW)

IN ATTENDANCE	APOLOGIES
Lynn Inglis (LI), Secretary Michelle Slade (MS) Committee Member Bridget Wilson (BW2) Committee Member Sara Sherwood (SS) Committee member (Alice Inglis (AI), Membership Secretary – end of meeting only)	Chris Lees (CL) Head Coach Graham Finlay (GF) Treasurer Nigel Haresign (NH) Committee Member Ruth Hancock (RH) Committee Member Becky William (BW1) Committee Member Katy Bamber (KB) Committee Member

Item	Discussion	Action / Timescale
	<p>GW welcomed those present, and apologies were noted.</p> <p>The quorum is 8 members for any club business decisions to be made. Therefore, the five members present agreed that the absent committee members would be approached with regards to using polls in the committee WhatsApp group, so voting could be made on any arising items that require timely action.</p>	<p>Action GW</p> <p>To circulate polls for individual items.</p>
1	<p>Review of actions from previous meeting:</p> <p>To progress with the application for Community Amateur Sports Club (CASC) status CL and GF have reviewed and amended the Club Articles of Association which were submitted to the committee WhatsApp group on 23rd October, to allow for any further questions or indicate approval prior to the committee meeting.</p> <p>The number of members attending the meeting was too small to constitute a quorum, therefore a committee WhatsApp group polls to be submitted.</p>	<p>Action GW</p> <p>To submit polls to committee WhatsApp</p>

	<p>Thursday 7th December Post committee meeting, WhatsApp group Poll:</p> <p>Should we resolve to accept the new version of the Club Articles of Association?</p> <p>Committee votes result: 10 votes from 12 in favour of the new Articles of Association.</p> <ul style="list-style-type: none"> • All members to agree the Athlete Code of Conduct via the England Athletics (EA) website from 1st July 2023. Membership Secretary AI not in attendance at meeting, therefore, to discuss at next meeting. • GF to contact the bank with details of CL, GF, and GW for the purpose of new bank cards. This action has now been completed. • Confirm that all club receipts have been uploaded onto Basecamp. This action has now been completed. • Use of The Dales Centre in Bedale on alternate Tuesday and Thursdays, during the Winter months, for use of facilities and leaving of belongings. GW to follow up the key holder agreement. Fall Timber in Leeming, now in use for some intervals sessions. 	<p>group in next couple of days.</p> <p>Action CL & GF To continue with the next steps of the CASC application process. Review at next meeting on 29th January 2024.</p> <p>Action AI For 29th January 2024 meeting.</p> <p>Action GW To contact Dales Centre Manager in next few days.</p>
2	<p>Committee Members' Reports:</p> <p>Chair's Report – GW No issues arising from this report. The Chair's Report is available for members to read on the HARC website.</p> <p>Treasurer's Report – GF No report submitted prior to meeting as GF is on long term leave.</p>	

	<p>Head Coach's Report -CL</p> <p>CL not in attendance at meeting, however report reviewed, followed by a request from MS for a question and discussion time at the next meeting, regarding the data within the report.</p> <p>Welfare – CL & AI</p> <p>Not discussed as both Welfare Officers absent from meeting.</p> <p>Membership Secretary / Fundraising -AI</p> <p>Not discussed as AI not in attendance at meeting.</p>	<p>Action CL</p> <p>Discuss data within report at next meeting on 29th January.</p>
<p>3</p>	<p>Social and Fundraising Team Update:</p> <ul style="list-style-type: none"> • This year's chosen HARC Angels charity, Lucie's Animal Rescue has seen to date, 36 medals purchased. 100 medals were purchased at a cost of £300, so we are currently seeing a profit for the charity. • Those members present considered the idea of supporting a charity across the membership year of April to March, instead of just over the Christmas period. Members would be asked to propose charity nominations which would then be shortlisted by the fundraising team. They would then ensure that the charities are legitimate, local, and not repetitive. This shortlist, including details of each charity, would then be circulated to club members prior to the AGM. Members present at the AGM would then vote from the shortlist. <p>It was also discussed how other monies could be raised across the year to support the chosen charity, in addition to the HARC Angels medals.</p> <p>The following were suggested:</p> <ul style="list-style-type: none"> - Cash donation boxes available at social occasions, e.g., where cake / cheesecake is provided by members and at run & pub events. - Encourage members to support the chosen charity at 'charity place' events/races, however the club will also ensure there is no pressure on members to donate as they may be running and supporting a personal charity. - A just giving page and /or text to donate that could be shared periodically. This method could 	

	<p>also be used for the HARC Angels 5K, especially for those people not wishing to take part or receive a medal, they could also contribute any amount they wish.</p> <ul style="list-style-type: none"> - The committee would be open to other fundraising suggestions. <p>Any support that would incur a cost would be carefully considered to ensure there is no loss incurred. Clarification was also given at this time that these suggestions are for the chosen charity support only and not for club funds, which is supported by events such as the car boot and Easy Fundraising.</p> <p>The number of members attending the meeting was too small to constitute a quorum, therefore a committee WhatsApp group poll to be submitted.</p> <p>Sunday 10th December Post committee meeting, WhatsApp group Poll:</p> <p>Fundraising for Charities.</p> <ol style="list-style-type: none"> 1. Adopt the annual chosen charity as outlined above? 2. Continue with current method of fundraising of HARC Angels in December only? <p>Committee votes result: 9 of 12 votes in favour of accepting the new process of choosing and supporting a charity for a membership year.</p>	<p>Action GW To submit poll to committee WhatsApp group in next few days</p> <p>Action GW To request charity nominations from club members in January 2024.</p> <p>Action GW, NH, BW1 To review charity nominations shortlist, prior to AGM.</p> <p>Action LI To add to action list for future agenda</p> <p>Action All Review outcomes at next meeting on 29th January 2024.</p>
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4	<p>Northern Athletics Affiliation:</p> <p>Not discussed and to bring to next meeting.</p>	<p>Action LI</p> <p>To add to 29th January agenda.</p>
5	<p>Managing Complaints Working Party</p> <p>There is no policy in place to manage any complaints, comments etc. relating to the club.</p> <p>A working party has been set up and a policy has been drafted by BW1 and reviewed by MS and CL. As some members of this working party were not in attendance at the meeting, the item will be carried over until the next meeting.</p>	<p>Action AI</p> <p>To review draft.</p> <p>Action BW1, MS, AI & CL.</p> <p>To discuss at 29th January 2024, meeting.</p>
6	<p>Changes to the Awards Committee Sub-group</p> <p>It was previously agreed that this group will change each year except for one person who will remain to ensure continuity of the process. This item will be carried over until the current sub-group have met and refined the process.</p>	<p>Action RH, SS & CL</p> <p>To advise LI which meeting agenda to be added to.</p>
7	<p>AOB:</p> <p>London Marathon Club Place(s) Ballot:</p> <p>Sub-committee members BW2 and MS have met, discussed, and subsequently suggested possible amendments to how our London Marathon club place(s) should be awarded.</p> <p>The following eligibility criteria have been put forward:</p> <ul style="list-style-type: none"> - In advance of the draw, members must submit proof of an unsuccessful ballot entry, e.g., a rejection email from the event organisers, in accordance with instructions and deadlines issued in August each year by the club's committee. - Members must have been a club member for a minimum of 12 months immediately prior to the draw. - During the period of September to August, immediately prior to the draw, members must have achieved a minimum attendance at club sessions / events of 20%. - Members will not be eligible to win the club place for two consecutive events. i.e., 2024 and 2025. - Being first claim with HARC, however following discussion it was felt to be an inappropriate option and therefore removed from the eligibility list. <p>If no members fulfil all the criteria, then criterion will be removed one at a time from the bottom of the list, until at least one eligible candidate is found. If no candidates meet even the first</p>	

<p>criterion, all club members will be invited to put their names forward for the draw.</p> <p>The place(s) will be allocated via a draw which takes place each September (at the Club Awards Night if possible). The successful recipient must not transfer the club place to anyone else. If they are unable to take part or change their mind prior to registering the place, then there will be a second draw to select from the candidates from the original draw.</p> <p>Those present discussed that this responsibility for this new role outline should be allocated to a specific committee member.</p> <p>The number of members attending the meeting was too small to constitute a quorum, therefore a committee WhatsApp group poll to be submitted.</p> <p>Tuesday 12th December Post committee meeting, WhatsApp group Poll:</p> <p>Should we accept the new eligibility criteria and process for allocation of our club place(s) for the London Marathon?</p> <p>Committee votes result: 10 of 12 in favour of accepting the amended allocation of club place(s).</p> <ul style="list-style-type: none"> • Membership Fees for 2024/2025 <p>There was discussion regarding the setting of the membership fees payable to England Athletics which are increasing in price.</p> <ul style="list-style-type: none"> - Club affiliation fee is increasing from £150 to £200. - The fee for each athlete will be increasing from £17 to £19. <p>For HARC these changes mean an increase of just under £3 per athlete. In addition, our membership fees are set to ensure that there is some margin which can be put towards the growth and development of our coaching team. Those present at the meeting stressed what good value our membership fees represent with the number of sessions offered, excellent support and a variety of social events.</p> <p>From this discussion two proposals emerged, with one further option put forward by CL following the meeting.</p> <p>Option 1: Keep the membership fees at the current rate? Bearing in mind the current economic situation and thanks to members signing up for Easy Fundraising we have maintained a reasonable bank balance. If this option is chosen then the</p>	<p>Action LI For 29th January 2024 agenda.</p> <p>Action GW To submit poll in next few days.</p>
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<p>decision will be shared with members that the ability to avoid passing on an additional cost is only possible through club fundraising, so to keep membership fees low in the future people would need to get on board with Easy Fundraising and support other club fundraising activities.</p> <p>Option 2: Increase all membership types by £5? Membership prices will then increase gradually each year, broadly in line with the costs incurred by the club. This would mean less reliance on fundraising and help to avoid a sudden big increase in the future as England Athletics fees and other costs will be most likely to continue to rise.</p> <p>Option 3: Add £5 to adult membership types and no increase for junior memberships?</p> <p>The number of members attending the meeting was too small to constitute a quorum, therefore a committee WhatsApp group poll to be submitted.</p> <p>Committee WhatsApp votes result: 11 of 12 votes. A majority of 7 voted in favour of Option 3, to increase all adult types by £5, but with no increase to junior membership.</p> <p>For Information:</p> <p>Adjusted membership fees for 2024/2025.</p> <p>£5 added to:</p> <p>Adult member (Running). New price £35. Adult member (Athletics). New price £65.</p> <p>Unchanged membership 2024/2025:</p> <p>Junior member U12 (Athletics). Remains £80. Winter joiner junior member U12 (Athletics). Remains £40. Junior member 12-18 (Athletics) Remains £70. Junior member 12-18 (Running) Remains £35.</p> <p>All, except the Winter joiner membership have a family discount option which is £10 less.</p> <ul style="list-style-type: none"> • HARC Kit <p>SS advised that she has every size in stock now and will advise members. There was further discussion about the potential of other wish list items being made available e.g., dry bags and hats, however this will require a discussion with GF with regards to overheads and pricing.</p>	<p>Action GW To submit poll in next few days.</p> <p>Action CL To make the necessary adjustments to the HARC website.</p> <p>Action AI To draft and send an email explaining the new fee structure to members. To complete before end of December.</p> <p>Action SS To advise members of stock in members WhatsApp group</p>
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NEXT COMMITTEE MEETING

Pre-AGM meeting: Monday 29th January, 7pm @ Bridget's House. (Address to be made available via Committee WhatsApp group)

HARC AGM, Monday 4th March, 7pm. Venue to be confirmed.

Members will be notified of this event in the New Year.