



COMMITTEE MEETING MINUTES

DATE:	TIME / VENUE:	CHAIR:
29 th January 2024	7pm, Via Zoom due to inclement weather	Gemma Wardle (GW)

IN ATTENDANCE	APOLOGIES
<p>Lynn Inglis (LI) Secretary (minute taker)</p> <p>Alice Inglis (AI) Membership Secretary</p> <p>Chris Lees (CL) Head Coach</p> <p>Graham Finlay (GF) Treasurer</p> <p>Michelle Slade (MS) Committee Member</p> <p>Bridget Wilson (BW2) Committee Member</p> <p>Sara Sherwood (SS) Committee member</p> <p>Nigel Haresign (NH) Committee Member</p> <p>Ruth Hancock (RH) Committee Member</p> <p>Becky William (BW1) Committee Member</p>	<p>Katy Bamber (KB) Committee Member</p>

Item	Discussion	Action / Timescale
	<p>GW welcomed members and opened the meeting.</p> <p>Apology noted.</p>	
1	<p>Review of actions from previous meeting:</p> <ul style="list-style-type: none"> • AI has emailed all members, including those new to the club to agree the Athlete Code of Conduct via the England Athletics (EA) website. <p>AI advised that there are 23 members who have either not yet accepted the codes or have completed this incorrectly.</p>	Item completed

	<p>Once this is all up to date AI will contact England Athletics to confirm.</p> <ul style="list-style-type: none"> GW updated the committee on the club's use of the Dales Centre in Bedale and advised that some very positive feedback has been received from members. The club has now been provided with additional keys for coaches use. GW to send the invoice details to GF. The manager has advised GW that the centre is available to hire for social events, however there is no liquor license attached to the centre. The new Articles of Association are now registered and following some final questions asked to CL during the meeting, GF is now ready to submit the club's formal application for Community Amateur Sports Club (CASC) status. CL advised that the general email info@harc.uk should be used on the application form. GF advised that a response should be received within 3 weeks and hopefully before the new financial year. 	<p>Item completed</p> <p>Action GF</p> <p>Update at next meeting on 20th March</p>
2	<p>Committee Members' Reports:</p> <ul style="list-style-type: none"> Treasurer's Report – GF <p>We have around £2000 in the account, save the money owed to Lucie's Animal Rescue following the HARC Angels event.</p> <ul style="list-style-type: none"> Head Coach's Report - CL <p>MS raised at the last meeting that the data available in CL's previous report was "complicated to understand" and suggested that the graphs were simplified. CL explained that he had been unable to attend the last meeting to discuss. CL directed all to the website where these graphs can be viewed, and he demonstrated that these are interactive and different information is shown when viewed in this way.</p> <ul style="list-style-type: none"> Membership and Fundraising - AI <p>AI advised that there are currently a total of 89 members registered. This includes the renewals for 2024/25 year of which there are 23 members (9 of these are new to the club).</p> <p>AI attended the Bedale Ordinary Town Council meeting on 15th January in her role as Fundraising Officer and was</p>	<p>Action AI & GW</p>

	<p>Accompanied by RH, AI has drafted a letter to the mayor expressing disappointment on the club having been excluded from the Car Boot Sale ballot. The committee have received the draft copy and AI requested that any feedback on the letter be sent via the Committee WhatsApp group. AI and GW will then discuss and agree the final version of the letter which will be sent to the Mayor.</p> <ul style="list-style-type: none"> • Welfare Report - CL & AI <p>No information to share.</p>	<p>Update outcome at next meeting 20th March</p>
<p>3</p>	<p>Social and Fundraising Team Update:</p> <ul style="list-style-type: none"> • The committee were advised that there has been a very good response from members in a WhatsApp poll for suggestions of social activities to be planned over the coming year. This positivity demonstrates that members are enjoying the inclusivity of the club for both running and social events. • Awards Night <p>The social team have proposed that this event is held on Saturday 28th September 2024, at Institution in Bedale. The committee agreed with this date and as it is an important event in the HARC calendar a 'save the date' to be communicated to all members as soon as possible.</p> <p>A short discussion followed regarding a venue and whether the event should be held in Northallerton this year. All agreed that last year's venue, 'Institution' was very good. However, the only issue is whether they could accommodate sufficient seating if more members wish to attend this year, as the club continues to grow in popularity. A WhatsApp poll was suggested to gauge potential attendance, and then the social team will further consider the venue.</p> <ul style="list-style-type: none"> • HARC Christmas 'Do' <p>Saturday 7th December has been agreed as a date and the team will now research a venue.</p> <ul style="list-style-type: none"> • HARC Angels 5k run /walk for Lucie's Animal Rescue. <p>£375 has been raised. A big thank you to all who took part.</p>	<p>Action GW, NH & BW1</p> <p>Update of all items at next meeting on 20th March</p>

	<p>The presentation will take place at the rescue centre and GW and two members of the committee will attend; however, a date is still to be arranged. Photos for social media and an article for the website will be completed by the publicity team following the presentation. Alverton Press in Leeming Bar have kindly offered to provide a large presentation cheque, free of charge, and will be thanked (and tagged) in social media / press releases.</p> <ul style="list-style-type: none">• Supporting a charity for a membership year <p>Members were recently asked to nominate a membership year, (2024/25) charity. However only one nomination was received, for the Dales Centre, Bedale. There were no objections raised to this as the chosen charity, however MS raised a concern about its charitable status, GW advised that she would clarify this prior to the finalization of the charity shortlist for the AGM agenda.</p> <p>However, to provide options for a vote at the AGM the social team suggested that the charities shortlisted, but not selected for HARC Angels 2023 are also put forward. The committee agreed with this proposal and therefore, the shortlist for the AGM vote will be as follows:</p> <ol style="list-style-type: none">1. The Dales Centre – (pending charitable status confirmation), a community centre offering opportunities for fun, friendship, and a reasonably priced wholesome meal. The centre welcomes attendance from those alone, with carers, friends, or family. The centre also supports local groups such as HARC by hiring out their facilities.2. Chopsticks- supports adults with disabilities to develop new skills in a workshop environment in Northallerton, https://www.chopsticksnorthyorkshire.co.uk3. POSCH (Parents & Carers of Special Children) – supporting parents and families of children with additional and special needs who live in the Hambleton, Richmondshire and surrounding areas https://posch.org.uk4. Hambleton Community Action- offers several services for the local community, including volunteer befriending and carer’s respite sitting schemes, a community car service, and a wheels 2 work moped loan scheme. They also offer social activities, a shopping scheme and supported volunteering opportunities https://hambletoncommunityaction.org/whatwedo/	<p>Action GW By 22nd February</p>
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4	<p>Northern Athletics Affiliation:</p> <p>CL proposed that this is added to the agenda for the November 2024 committee meeting (or closest meeting). There are currently no members who have expressed an interest in this, therefore affiliation can be considered again in future.</p>	<p>Action LI</p> <p>To add to committee meeting schedule list</p>
5	<p>Managing Complaints Working Party</p> <p>A committee sub-group have drafted a new policy to manage complaints, comments or issues relating to the club. CL will review how the overarching England Athletics policy fits and make any amendments. RH volunteered to proofread the final draft before it is made available on the HARC website.</p>	<p>Action LI</p> <p>Add to 20th March agenda</p>
6	<p>London Marathon Ballot</p> <ul style="list-style-type: none"> • RH suggested to the committee a further caveat to the new eligibility criteria and process for allocation of our club place(s) for the London Marathon, to ensure we present a fair, transparent, and seamless process. Members putting their name in the ballot for the marathon must confirm they can attend the event (save for any emergency which may arise). If the chosen member is unable to attend, then a second draw from the remaining candidates will be drawn. Members to be made aware that you can only be eligible for the ballot if you have attended 20% of club sessions. • It was agreed by those members present at the last meeting that this responsibility should be allocated to a specific committee member. Those present agreed this should be incorporated into the role of Competitive Team Manager (currently CL) with any admin support from the secretary (currently LI), especially sharing the email from England Athletics when it arrives. 	<p>Action GW</p> <p>To update the London Marathon Club Place Allocation Process and update committee at next meeting on 20th March.</p>
7	<p>Benefactor for Juniors</p> <p>The club has been approached by Emma Oliver with the offer to help financially support any junior members whose families are struggling financially.</p> <p>Emma lost her husband to cancer 5 years ago. Her daughter was a keen swimmer and is now studying sports therapy at university. They have decided together that they would like to use some income from investments to help young people who may not otherwise have</p>	

	<p>the opportunity to get involved in sport. They are also talking to Northallerton Hockey Club, but no one else now.</p> <p>They are looking at potentially funding one junior membership, together with kit (vest or t-shirt and hoody) and potentially competition fees too. They would like this to be something that can go on year-on year.</p> <p>They are also going to think about potentially sponsoring a new trophy for 'perseverance' as that word resonates with Emma after what her husband went through.</p> <p>The committee agreed for CL to have a further conversation with Emma with regards to financially supporting a junior starting in the 2024/25 membership year and the prospect of a new award.</p>	<p>Action CL</p> <p>Update at next meeting on 20th March</p>
<p>8</p>	<p>HARC Kit</p> <p>SS advised the committee that she is looking to expand the HARC kit with 3 new items; bags, beany hats and neck warmers which will be available for purchase by all members on the website. SS has samples of all items which can be seen in person by the committee.</p> <p>The bags and beany hats are not subject to a minimum order. The neck warmers however would vary in price and order amount depending on supplier. SS has spoken to Design & Stitch who have no minimum order and could supply the neck warmers at £10 + PayPal fees. SS advised that the club colours are not available however there are some close matches. SS also spoke to Scimitar who can provide a design the same as the existing t-shirt designs in club colours. The price depends on the number of units purchased; SS suggested purchasing 51 neck warmers for the lowest cost of £8.40 + PayPal fees. There is a shipping fee also and therefore it makes sense to place a larger order and hold items in stock.</p> <p>There was discussion about how popular the neck warmers might or might not be with members. It was agreed that SS will add a poll to the members WhatsApp group to get an idea of members interest in this item.</p>	<p>Action SS</p> <p>To update at next meeting on 20th March</p>
<p>9</p>	<p>EA guidance on multiple specific committee roles.</p> <p>EA specify that the four 'voted' roles of chair, treasurer, secretary, and membership secretary can be held by the same person, however the chair and treasurer roles must remain separate.</p> <p>The committee were asked to decide on the following or make further suggestions:</p>	

	<p>1. Allow one committee member to hold more than one of the four roles specified by EA. (The Articles suggest a minimum of 3 officers can cover the 4 voted roles)</p> <p>2. Wherever possible have the four main roles held by four separate committee members and only allow multiple roles to be held by one person in extraordinary circumstances e.g., mid-term resignation /not enough volunteers to fulfil the roles.</p> <p>No further suggestions were made all present were in favour of point 2 and to continue with the current committee format.</p> <p>In addition, the head coach role is also a 'club voted role'. The committee were asked to vote if they wish to treat this in the same way or keep it separate. All voted in favour of the role being separate.</p>	
10	<p>Role reminders on HARC website</p> <p>GW advised the committee that it is now possible to have reminders pop up when committee members access the HARC website. All present were in agreement with this proposal and felt it would support them to fulfil their responsibilities, especially if anyone changes roles or new committee members come into post.</p> <p>Ideally each role holder will add their own reminders to the website in the future, however in the meantime those committee members with specific roles agreed to make a list of their own reminders in readiness for CL to add.</p>	
11	<p>Role instruction notes</p> <p>Committee members were asked to write brief instructions relating to the key details / instructions of their individual role and upload to Basecamp. These crib notes can be used and assist anyone taking on the role either temporarily or permanently. This task also ties in with the website reminder in item 10.</p>	<p>Action Committee members with specific roles</p>
12	<p>AGM, process, and timeline</p> <ul style="list-style-type: none"> The AGM will be held on Monday 4th March, 7pm. LI has booked Institution, 42 Market Place, Bedale. <p>There is no cost for the hire of the downstairs room, however the purchase of drinks would be welcomed by the owners.</p> <ul style="list-style-type: none"> The AGM Important Information Document and Role Outlines Document both require updating and circulating to committee to review prior to sending to members. 	<p>Action GW By 4th February</p>

	<ul style="list-style-type: none"> • Timeline for AGM <p>By Monday 5th February:</p> <p>Email AGM invites to all members and juniors' parents/ carers, to include:</p> <ul style="list-style-type: none"> ➤ The updated AGM Important Information Document. ➤ The updated Role Outlines Document. ➤ A request for agenda items. ➤ The deadline dates for committee nominations which should be emailed to the HARC secretary. <p>By Monday 12th February:</p> <p>Chair, treasurer, membership secretary, fundraising and head coach to upload their annual reports to Basecamp for the chair to review prior to emailing to members and presentation at the AGM.</p> <p>Deadline of 19th February for receipt of emails to secretary with nominations / seconding for the five elected roles and general committee members.</p> <p>NB. Nominations / seconding is required from all current committee members wishing to stand again for election.</p> <p>Deadline of 19th February for AGM agenda items from committee and general members to secretary (there will be no AOB on agenda).</p> <p>By Thursday 22nd February:</p> <p>Finalisation of AGM agenda and to review committee nominations.</p> <p>By Monday 26th February:</p> <p>Email to all members, juniors, and juniors' parents/ carers, to include:</p> <ul style="list-style-type: none"> ➤ AGM agenda ➤ Annual reports x 5 ➤ Committee nominations ➤ Charities shortlist <p>WhatsApp poll of members intending to attend the AGM.</p> <p>By Thursday 29th February:</p> <p>Inform Institution of AGM attendance numbers.</p>	<p>Action LI</p> <p>Action GW, GF, AI & CL</p> <p>Action All</p> <p>Action LI</p> <p>Action LI &GW</p> <p>Action LI</p> <p>Action GW</p> <p>Action LI</p>
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13	<p>AOB</p> <ul style="list-style-type: none"> • CL advised that he has been approached / made enquiries with “The Living Room,” a charity founded and operated by the Churches in Northallerton. They are not a religious organisation; they offer support for mental health. They have an office space / venue in Northallerton which is in the arcade running alongside Barkers. It may be possible to use this as a base for Northallerton sessions like how the Dales Centre has been adopted in Bedale. CL to make further enquiries. • GF asked that the committee agree a set amount of money which he can sanction if requested or required without the need to consult the whole committee. The committee concurred that GF can agree up to £50 for individual requests. • It was also agreed that any costs relating to coaching license / courses will be set at £500 per annum, any further costs to be agreed by the committee. • CL requested that at the next committee meeting that he would like to discuss an EA safeguarding requirement, of how we select and appoint coaches. 	<p>Action CL</p> <p>To update at next meeting on 20th March.</p> <p>Action LI</p> <p>To add to 20th March agenda.</p>
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NEXT COMMITTEE MEETING

Wednesday 20th March, 7pm. Venue to be confirmed following the AGM.