



COMMITTEE MEETING MINUTES

| DATE: | TIME / VENUE: | CHAIR: |
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| Monday 20 th March 2024 | 7pm, Graham's House | Gemma Wardle (GW) |

IN ATTENDANCE

Lynn Inglis (LI) Secretary (minute taker)
 Chris Lees (CL) Head Coach
 Graham Finlay (GF) Treasurer
 Michelle Slade (MS) Committee Member
 Bridget Wilson (BW2) Committee Member
 Sara Sherwood (SS) Committee member
 Ruth Hancock (RH) Committee Member
 Tony Jowett (TJ) Committee Member

APOLOGIES

Alice Inglis (AI) Membership Secretary
 Nigel Haresign (NH) Committee Member
 Becky Williams (BW1) Committee Member

| Item | Discussion | Action / Timescale |
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| | <p>GW welcomed members and gave thanks on behalf of the committee to outgoing member, Katy Bamber for her contribution and support to the committee over the last year.</p> <p>A warm welcome back to the committee was extended to TJ.</p> <p>Apologies were noted.</p> | |
| 1 | <p>Review of actions from previous meeting.</p> <ul style="list-style-type: none"> GF updated the committee with regards to our submitted application for Community Amateur Sports Club (CASC) status. He has been advised that they are currently dealing with an unprecedented high number of applications with a current turnaround time of six working weeks. Our application is presently at day 28 however it will be passed to the CASC technical team for review and hopefully will have a response very soon. | <p>Action GF Update at next meeting on 3rd June.</p> |

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| | <ul style="list-style-type: none"> • GW updated the committee with regards to her letter to the town council regarding the declined application for the Bedale car boot sale and our subsequent application for a licence to use Bedale Park. There has been no response yet from Nick, Town Clerk and therefore GW will chase this up. GW advised that we have paid the £50 license fee to use Bedale Park and an acknowledgement has been received from Christine Brown in the finance department. • GW advised the committee that the London Marathon Club Place Allocation Process has now been agreed and is available on the HARC website. • CL updated the committee that thanks to the generosity of kind benefactor, Emma Oliver, HARC can now offer a ‘scholarship’ in memory of her late husband Mike Oliver. Mike was passionate about sport and this scholarship will be available to support any junior members during the 2024/25 membership year whose families may be facing financial hardship. Following approval from Emma with regards to how the scholarship is worded, CL will now make it available on the menu of the HARC website, including details of how to apply. A scholarship committee will be formed in due course to consider applications. CL also advised that there is the potential for Emma to sponsor a new club trophy for ‘perseverance’, also in her husband’s name. The committee agreed that Emma and her daughter would be invited to the club awards night in September. • CL advised the committee at the last meeting that there was the potential for the club to use “The Living Room,” in Northallerton as a base for sessions. Although this venue is in the centre of Northallerton and therefore not close to the running track, it could still support sessions during the winter months. The committee also discussed other options to use as a base such as the Northallerton Leisure Centre or a community room in the council offices. CL agreed to investigate these options. • CL has advised that there is an England Athletics safeguarding requirement, of how we select and appoint coaches and he will draft a policy for the committee to review. • CL advised that prior to the sign off of the final draft of the new complaints policy of HARC he intends to add a process flow chart. This will be circulated to the committee in due course for comments / further amendments. | <p>Action GW To update at next meeting on 3rd June.</p> <p>Item completed.</p> <p>Item completed.</p> <p>Action CL Update at next meeting on 3rd June.</p> <p>Action CL To review and update at next meeting on 3rd June.</p> <p>Action CL To update at next meeting on 3rd June.</p> <p>Action CL To update at next meeting on 3rd June.</p> |
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| | <ul style="list-style-type: none"> GW reminded those committee members, with specific roles that their notes/ instructions for their individual roles require uploading onto Basecamp. It was also discussed that CL will prepare a Loom video of how to upload these onto the website. | <p>Action CL</p> <p>To update at next meeting on 3rd June.</p> | | | | | | | | | | | | |
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| <p>2</p> | <p>Allocation of Roles for 2024/25</p> <p>LI advised that she has received no emails from members expressing their interest in any of the voluntary roles. However GW has received a message from Katy Bamber extending her support for any volunteer role, in addition Nick Wilson has also agreed to offer his support.</p> <p>The allocated roles for 2024/25 were discussed and are as follows:</p> <table border="1" data-bbox="293 633 1158 1901"> <thead> <tr> <th data-bbox="293 633 619 725">Committee Member Roles</th> <th data-bbox="619 633 906 725">Name</th> <th data-bbox="906 633 1158 725">Notes</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 725 619 972">Competitive Team Manager</td> <td data-bbox="619 725 906 972">Chris Lees</td> <td data-bbox="906 725 1158 972">CL to raise at next coaching meeting to see if any of the coaches would like to take on this role.</td> </tr> <tr> <td data-bbox="293 972 619 1218">Officials Coordinator</td> <td data-bbox="619 972 906 1218">TBC</td> <td data-bbox="906 972 1158 1218">GF to step down from this role, and GW to approach a possible successor.</td> </tr> <tr> <td data-bbox="293 1218 619 1901">Publicity Officer</td> <td data-bbox="619 1218 906 1901">Ruth Hancock Sara Sherwood Gemma Wardle</td> <td data-bbox="906 1218 1158 1901"> <p>RH and GW will share the writing of event reports, weekly updates etc, with SS taking a lead on the social media side.</p> <p>GW will produce a new group to the HARC community for club photos. Members will be encouraged to join and to share photos.</p> </td> </tr> </tbody> </table> | Committee Member Roles | Name | Notes | Competitive Team Manager | Chris Lees | CL to raise at next coaching meeting to see if any of the coaches would like to take on this role. | Officials Coordinator | TBC | GF to step down from this role, and GW to approach a possible successor. | Publicity Officer | Ruth Hancock Sara Sherwood Gemma Wardle | <p>RH and GW will share the writing of event reports, weekly updates etc, with SS taking a lead on the social media side.</p> <p>GW will produce a new group to the HARC community for club photos. Members will be encouraged to join and to share photos.</p> | <p>Action CL</p> <p>Action GW</p> <p>Action GW</p> |
| Committee Member Roles | Name | Notes | | | | | | | | | | | | |
| Competitive Team Manager | Chris Lees | CL to raise at next coaching meeting to see if any of the coaches would like to take on this role. | | | | | | | | | | | | |
| Officials Coordinator | TBC | GF to step down from this role, and GW to approach a possible successor. | | | | | | | | | | | | |
| Publicity Officer | Ruth Hancock Sara Sherwood Gemma Wardle | <p>RH and GW will share the writing of event reports, weekly updates etc, with SS taking a lead on the social media side.</p> <p>GW will produce a new group to the HARC community for club photos. Members will be encouraged to join and to share photos.</p> | | | | | | | | | | | | |

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| | | | CL to provide website/media training session. | Action CL |
| | Welfare Officer / DBS verifier | Chris Lees (to be replaced in due course by Michelle Slade or Graham Finlay) | CL to remain in post until GF and MS have completed the required training. | Action MS/GF |
| | Deputy Welfare Officer | Alice Inglis (to be replaced in due course by Graham Finlay / Michelle Slade, and Tony Jowett) | AI to remain in post until GF/MS and TJ have completed the required training. | Action GF/MS/TJ |
| | Volunteer Roles | | | |
| | Buddy Coordinator | Gemma Wardle | Role not currently in use. | |
| | Grants & Income Coordinator | Alice Inglis Lynn Inglis Tony Jowett Becky Williams | Role title changed from Grants and Funding. | |
| | Kit Coordinator | Sara Sherwood Katy Bamber | | |
| | Mental Health Champions | Nigel Haresign Lynn Inglis Tony Jowett Michelle Slade Katy Bamber | CL to send the role requirements for champions to read and review. | Action CL |
| | Parkrun Liaison | Ruth Hancock Graham Finlay Bridget Wilson Katy Bamber | | |
| | Route Scheduler | Micheal Hollinshead | | |

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| | Social & Fundraising Events Coordinator | Gemma Wardle Nigel Haresign Becky Williams Bridget Wilson | | Action All Action GW |
| | Running Events Promoter | Chris Lees Nick Wilson | | |
| 3 | Social and Fundraising Team Update: <ul style="list-style-type: none"> GW has written to The Dales Centre advising that they are to be the beneficiary of our fundraising over the next year, including monies raised by RH for her participation in the London Marathon. In response, Daphne, the Manager, has expressed her thanks. HARC have also extended their support where possible to the Dales Centre with any of their own fundraising events. There continues to be lots of support from members for social events. The next event is to be held on 27th March at Spice in Bedale and then Laser Tag is planned for April. | | | |
| 4 | HARC Kit <ul style="list-style-type: none"> SS advised that backpacks and beanie hats are now available on the website. There are lots of other items that SS would like to make available to the club including caps, men's shorts, women's leggings, tracksuits, and water bottles. However, better to concentrate on one item at a time. It was also thought preferable to stay with the same manufacturer – Scimitar. SS raised the potential of purchasing fitted running tops, especially for juniors, but there is a minimum order of 10 units. This was discussed and agreed, but to include some larger sizes, as CL advised he is hopeful that we will have approximately another 10 juniors joining the club by September. <p>To ease communication regarding future choices of all items, a kit sub-committee was formed: SS, GF, GW, CL, and Katy Bamber.</p> | | | |

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| | <ul style="list-style-type: none"> • Junior hoodies are no longer available in our chosen colour; sub-committee to choose alternative. • Second-hand kit was discussed for juniors and the potential to have a swap shop. SS will look into this with the sub-committee. • SS raised the question of replacing hoodies for coaches if they become worn after a couple of years and if this cost would be payable by the individual coach. CL suggested that replacements may be available to coaches after a certain number of sessions led by the individual coach. GW felt that hoodies should be replaced by the club when needed. This latter option was agreed by the committee. Coats for coaches will be added to the kit team group for discussion. • SS enquired if it was possible to have a central system for maintaining a list of stock items and items sold. CL advised that this would be possible to add to the HARC website. • SS advised that she is planning to have a rail set up at the Awards Night for members to view kit that is available to buy. | <p>Action SS</p> <p>Action SS</p> <p>Action SS</p> <p>Action CL/SS</p> |
| 5 | <p>Retained HARC Funds</p> <ul style="list-style-type: none"> • GF advised the committee that the club has over £3,000 in assets and he wished the committee to discuss how these retained club funds should be spent. • CL made the point that junior memberships contribute a disproportionate amount to profits and suggested that some of this money be ploughed back for the benefit of the juniors via the purchase of athletics equipment. However, storage of this and current equipment would also need to be considered as a priority. Various locations were suggested, including Lamb's Field at Bedale High school for the siting of a storage unit. Renting storage space at Bedale Hall and Northallerton Sports Village was also discussed and will be looked at by CL. • GW raised the question of using some money for funding further first aid training and whether coaches required more in-depth training than what was provided in their LIRF training. She reported that there has been some interest from coaches to extend their training, however some already have higher | <p>Action CL</p> <p>Update at next meeting on 3rd June.</p> |

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| | <p>level training.</p> <p>GW has investigated some potential options including a 6-hour Emergency First Aid at Work training course costing £75 per person for a group of 4, reducing to £60 for 12-14 people. While an unregulated course with content tailored to our requirements for a max of 25 people can be supplied for a fee of around £50 per person. It was also discussed that many general club members may hold a recognized first aid training certificate with their employment and which they may be willing to use for the benefit of club sessions. New EA policy requirements for coaches first aid also need to be considered. It was felt that more information needs to be collated and the item discussed again at the next meeting.</p> | <p>Action GW/CL</p> <p>Agenda to next meeting 3rd June.</p> |
| 6 | <p>AGM Voting Review</p> <p>It has been suggested that the voting procedure for the election of committee members be reviewed. GW advised that this has previously been discussed by the committee and at that time it was decided that members needed to attend in person to exercise their right to vote. This was also to incentivise members to attend the AGM and take a more active role in the process. It does however mean that those not able to attend forfeit that right.</p> <p>Two options were put to the committee for discussion:</p> <ol style="list-style-type: none"> 1. Continue with the current system where members must attend the AGM in person to vote. 2. Allow some sort of remote voting, possibly facilitated through the HARC website. <p>It was agreed by the committee that Option 1 would be upheld. However, this procedure will be reviewed at the start of each membership year.</p> | <p>Action LI</p> <p>Add item to agenda schedule for March 2025</p> |
| 7 | <p>AOB</p> <ul style="list-style-type: none"> • GW advised that The Dales Centre remain happy with the club using their Centre and the cost remains £15 per month. It was agreed by the committee that we will book the Centre for the entire membership year (April 2024 to March 2025). GF advised that he has not yet received the invoices for February and March 2024 and for the Taskmaster social event. GW will contact the manager to request the outstanding invoices and request an invoice to pay annually. | <p>Action GW</p> <p>Within next week</p> |

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| | <ul style="list-style-type: none"> The committee previously discussed and agreed that a new awards committee would be formed each year. It was also agreed that the outgoing team would meet with the new team to hand over and in addition at least one member would remain on the committee to ensure continuity. SS and CL advised that they will step down this year, however CL would still provide club statistics relevant to the awards. The new committee will be RH, BW2, and MS. It was also discussed that a guest speaker be invited to attend the event to present the awards. Various local, sports related people and members who are acquainted with retired sporting personalities were suggested and a decision will be made in due course. CL advised the committee that EA are no longer providing run leader development days, and this is something he could provide to earn money for the club at a cost of £25 – £30 per delegate per day, however he would require a venue. Apologies were given in advance by GW and CL for the next committee meeting in June. GF to chair the next meeting. | |
| 8 | <p>Committee meeting dates for 2024/25</p> <ul style="list-style-type: none"> 3rd June 2024 2nd September 2024 2nd December 2024 13th January 2025 (AGM prep only) 3rd March 2025 – AGM 10th March 2025 (post AGM – role allocation) | |

NEXT MEETING – Monday 3rd June, 7pm at The Buck Inn, Thornton Watlass