



## COMMITTEE MEETING MINUTES

<b>DATE:</b>	<b>TIME / VENUE:</b>	<b>CHAIR:</b>
3 <sup>rd</sup> June 2024	7pm, Lynn's House	Graham Finlay (GF)

<b>IN ATTENDANCE</b>	<b>APOLOGIES</b>
<p>Lynn Inglis (LI) Secretary (Minute Taker)          Ally Brown (AB) Membership Secretary          Graham Finlay (GF) Treasurer          Michelle Slade (MS) Committee Member          Sara Sherwood (SS) Committee Member          Ruth Hancock (RH) Committee Member</p>	<p>Gemma Wardle (GW) Chair          Chris Lees (CL) Head Coach          Tony Jowett (TJ) Committee Member          Nigel Haresign (NH) Committee Member          Becky Williams (BW1) Committee Member          Bridget Wilson (BW2) Committee Member</p>

Item	Discussion	Action / Timescale
	<p>GF welcomed members and opened the meeting.            Apologies noted.</p>	
<b>1</b>	<p><b>Review of actions from previous meeting:</b></p> <ul style="list-style-type: none"> <li>• GF updated the committee that he has received feedback from HMRC with regards to the club's application for Community Amateur Sports Club (CASC) status. HMRC has asked that we make a change to the Articles before they will approve our application. This is due to an historical clause in the Articles of Association allowing remuneration to directors. GF is working with CL to remove this clause and plans to resubmit the application in the next couple of weeks. Hopefully formal approval will have been received before the next committee meeting.</li> <li>• GF discussed the email received by GW from Bedale Town Council with regards to our rejected application for the Bedale Car Boot Sale. GF advised that once we receive CASC</li> </ul>	<p style="color: red;">Action GF            To update at next meeting on 2<sup>nd</sup> September.</p> <p style="color: red;">Action GF / GW            To update at next meeting on</p>

	<p>status then GW can request a meeting with the car boot sale working party.</p> <ul style="list-style-type: none"> <li>• Benefactor’s financial support for junior members. CL absent at this meeting therefore to carry over action to the next meeting to discuss the formation of a scholarship sub-committee for applications.</li> <li>• Northallerton bases for pre and post run sessions. CL absent at this meeting therefore to carry over action and discuss at next meeting.</li> <li>• England Athletics safeguarding requirement, of how we select and appoint coaches. CL absent at this meeting therefore to carry over action and discuss at next meeting.</li> <li>• Final draft of the new policy, - managing complaints, comments or issues relating to the club. A draft / flow chart has been posted in the committee WhatsApp group but is still under discussion. CL absent at this meeting therefore to carry over action and discuss at next meeting.</li> <li>• Spending retained club funds for the benefit of juniors / the purchase of athletics equipment. CL absent at this meeting therefore to carry over action and discuss at next meeting.</li> <li>• A central system for maintaining a list of kit stock items and items sold. CL absent from this meeting therefore to carry over action to next meeting.</li> <li>• Coats for coaches. See item 4, Kit. CL absent from this meeting therefore to carry over action to next meeting.</li> <li>• First aid training. GW absent from this meeting and has requested that this action be carried over to the next meeting.</li> <li>• GF reminded committee members with specific roles to upload to Basecamp, notes/ instructions for their individual roles. Also, that there is a video available in the committee WhatsApp group of how to set up reminders for their individual roles.</li> </ul>	<p>2<sup>nd</sup> September.</p> <p>Action CL To update the following 7 items at next meeting on 2<sup>nd</sup> September 2024.</p> <p>Action GW To update at next meeting on 2<sup>nd</sup> September.</p> <p>Action completed.</p>
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### Committee Members' Reports.

- Chair's Report - summarised by GF.

GW offered congratulations to all members for their success in the numerous events over the past months, including the men's cross-country team.

HARC members have attended many parkrun events with Bridget Wilson and Michelle Slade both reaching their 25th parkrun milestones. In addition, Mary Gregory completed her 100th parkrun in February, with all but one completed at Northallerton.

There was also a large turnout of members taking part in the Northallerton 10K.

Huge congratulations go to Ruth Hancock as she represented HARC with this year's club place at the London Marathon. Congratulations also to Joanne Sinnott, Mary Gregory and Shalev Bahalul who joined Ruth in the marathon.

A special mention goes to Harvey Wilkinson for his performance at the National Indoor Championships.

The club has also welcomed new graduates of the recent C25K programme.

The HARC social calendar has remained very popular and in addition to the regular monthly 'run & pub' and 'parkrun & coffee' events, members have enjoyed HARC does Task Master, Level-X and Elite Squad Laser Tag. There are lots more social events planned for the rest of the year.

GW offered a massive thank you to all the committee members, volunteers, and coaching team. She added that the club are always grateful for help from non-committee volunteers, so if any members would like to support, please contact Gemma Wardle ([chair@harc.uk](mailto:chair@harc.uk) / 07712 404390) or any member of the committee.

HARC are keen to increase the coaching team, so if you are interested in becoming a Leader in Running Fitness, a Coaching Assistant, or a Coach, contact Chris Lees ([coaching@harc.uk](mailto:coaching@harc.uk) / 07773 770737) to discuss.

The Chair's full report is available on the HARC website.

- Treasurer's Report – GF.

GF explained to the committee that as we are effectively a not-for-profit club any 'profit' to the club simply adds to our reserves available for future use. GF advised that the club's accounts are showing a healthy balance with our financial position having improved over the year by about 20%, which is appropriate given the rate at which membership has grown. In addition, the volume of

	<p>transactions has also increased substantially over the past year with the purchase of kit and members attending more social events.</p> <p>Before submitting the accounts to HMRC, GF asked to formally seek the committee’s approval at the next committee meeting, however, would request committee members read the accounts and offer any questions or comments.</p> <ul style="list-style-type: none"> <li>• <b>Membership - AB</b></li> </ul> <p>Membership – HARC memberships continue to steadily grow. However, the number of members for the 2024/25 year is not truly reflected as there will be members to ‘resign’ at the end of June 2024 when the grace period ends. An update can be provided to the committee in the WhatsApp group on 1<sup>st</sup> July 2024.</p> <ul style="list-style-type: none"> <li>• <b>Grants and Income - AB</b></li> </ul> <p>The Grants and Income team are planning a meeting to discuss new ideas. There will be an opportunity to apply to Groundworks UK (Tesco) again, however we need to know what we are asking for so the application can be prepared. Suggestions are welcome from the committee.</p> <p>Easyfundraising continues to be a good source of income and we now have 28 sign ups. However, we still need to encourage more people to try the site and encourage members to ask friends to consider signing up to support HARC too. SS is going to include reminders for members to sign up on the HARC Facebook page.</p> <ul style="list-style-type: none"> <li>• <b>Welfare Report- MS and AB.</b></li> </ul> <p>The welfare team continues to support members as required.</p>	<p>Action LI</p> <p>Add agenda item for 2<sup>nd</sup> September 2024 to approve accounts.</p>
<p><b>3</b></p>	<p><b>Social and Fundraising Team Update:</b></p> <p>Members of the social and fundraising team were absent at this meeting; however, the following social events have been added to the HARC calendar.</p> <ul style="list-style-type: none"> <li>• Sunday 16th June – Dragon Boating for Dementia Forward. Members to contact CL if they would like to join the team.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Saturday 20th July – BBQ and Bingo Garden Party. Tickets available on the HARC website and more details to follow.</li> <li>• Saturday 17th August – Day Trip to York. More details coming soon.</li> <li>• Saturday 28th September – Awards Night &amp; Social. Tickets will be going on sale soon.</li> <li>• Saturday 7th December – Christmas Party. More details coming soon.</li> </ul>	
4	<p><b>HARC Kit</b></p> <ul style="list-style-type: none"> <li>• Beanie hats, rucksacks, and neck warmers are now available on the HARC website.</li> <li>• The committee discussed a new colour for Junior hoodies and those present agreed it should not be blue but another bright colour so juniors could be identified in a large arena / stand apart from other clubs. SS will liaise with the kit sub-committee.</li> <li>• SS is continuing to source other outlets for junior girl's kit that is more readily available to purchase in smaller units.</li> <li>• SS is reviewing a lightweight training top, without a hood, priced at £49, however some committee members felt it would be good to review the material before ordering.</li> <li>• A full zip blue hoodie is also available to order. SS can provide a sample for members to view.</li> <li>• SS advised that 4 coaches are without jackets, however she is unable to source anything like what has previously been provided.</li> <li>• Adding men's and women's shorts, leggings, and caps to the HARC kit list is also an ongoing discussion.</li> </ul>	<p>Action SS/ kit sub-committee to discuss all items and advise club as appropriate.</p> <p>Update at next meeting on 2<sup>nd</sup> September 2024.</p>
5	<p><b>Awards Night</b></p> <ul style="list-style-type: none"> <li>• RH advised that she will liaise with members of the previous subcommittee and the sub-committee for this year to arrange a planning meeting.</li> </ul>	<p>Action LI</p> <p>Agenda item at next meeting on 2<sup>nd</sup> September 2024.</p>

	<ul style="list-style-type: none"> <li>GF advised the committee that he has a friend whose experience of running marathons would make an ideal guest speaker for the event. He will liaise with the social and fundraising team to gain their agreement before making contact.</li> </ul>	<p>Action GF To update at next meeting on 2<sup>nd</sup> September 2024.</p>
6	<p><b>London Marathon ballot.</b></p> <p>RH reminded the committee that those members who have been unsuccessful in gaining a place for the 2025 London Marathon will very soon be receiving a rejection email. It is very important that members retain this email as proof of applying if they wish to be included in the HARC ballot for a club place.</p>	<p>Action GF To liaise with CL to send out instructions in the members WhatsApp group.</p> <p>Update at next meeting on 2<sup>nd</sup> September 2024.</p>
7	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>The committee have today received notification from TJ that he will be resigning from the committee, however he will be pleased to continue supporting the club as a volunteer. The committee would like to thank TJ for his time and support to HARC.</li> <li>RH thanked and expressed her appreciation to the club for her London Marathon ballot place. You can read more about Ruth's experience of running the marathon on the HARC Facebook page.</li> </ul>	

### NEXT COMMITTEE MEETING

Monday 2<sup>nd</sup> September, 7pm. Volunteer to host, please contact LI.

Apologies in advance: RH.

