



## COMMITTEE MEETING MINUTES

DATE & TIME:	VENUE:	MEETING CHAIR:	MINUTES:
27 <sup>th</sup> January 2025, 7.00pm	Graham's House	Gemma Wardle (GW)	Gemma Wardle (GW)

Present: Gemma Wardle (GW), Chris Lees (CL), Graham Finlay (GF), Sara Sherwood (SS), Michelle Slade (MS), Bridget Wilson (BrW)

Apologies: Alice Inglis, Lynn Inglis, Ruth Hancock, Nigel Haresign, Becky Williams

### 1. WELCOME AND APOLOGIES

GW welcomed the committee, reported apologies, and thanked GF for hosting the meeting.

### 2. REVIEW AND APPROVAL OF ROLE OUTLINES

Committee members were asked to review the role outlines at <https://harc.uk/roles-summary> prior to the meeting. There were five suggested changes which were accepted by those present:

- Amend Treasurer role wording to include submission of accounts to HMRC (as well as Companies House).
- Adjust time requirement for Treasurer role to next level up, as GF feels that the current estimation is a little low.
- Correct spelling error on Parkrun Liaison
- Add a statement to all committee role outlines to the effect that attendance at committee meetings is a core aspect of all roles, with a minimum expectation for committee members to attend at least one of the scheduled meetings within a six-month period.
- Add a statement to all role outlines to the effect that apologies for absence from committee meetings, including a reason, should be submitted (in advance wherever possible) in writing to the Secretary or Chair.

**ACTION – GW to make amendments**

It was also agreed that, whilst attendance in person will always be encouraged and preferred, an option to join virtually will be offered to those who are unable to attend in person.

### 3. REVIEW OF AGM TIMELINE

GW confirmed that the Dales Centre has been booked for the AGM to be held on Monday 3rd March 2025 at 7.00pm, and that attendees will be invited to visit the Green Dragon in Bedale afterwards for a social gathering.

There was discussion around the number of committee members to be appointed. It was agreed that we intend to elect a committee of twelve, but we would reserve the right to amend this number. A suitable statement about this will be included in the Important Information sent out to members ahead of the AGM.

**ACTION – GW and GF to include in Important Information shared with members**



# HAMBLETON

## ATHLETICS & RUNNING CLUB



The following timeline was agreed:

### Monday 3rd February 2025

AGM invitation via email to all members and parents/carers of junior members, to include:

- AGM Important Information link;
- Role Outlines link;
- Request for nominees and seconder info to be submitted via email by 16th February;
- Request for agenda items to be submitted by 16th February, and reminder that there will be no opportunity for AOB to be raised at AGM.

### Monday 10th February 2025

Deadline for submission (via Basecamp) of annual reports from Chair, Treasurer, Membership Secretary, Head Coach and Grants & Income Officer.

### Sunday 16th February 2025

Deadline for submission (via email) of nominations for committee roles – both elected and general.

NB – Current committee members must submit a nomination (including the name of their seconder) if they wish to stand again. There is no need to specify roles you are interested in unless it is one of the elected roles – Chair, Treasurer, Secretary, Membership or Head Coach – as all other roles will be allocated at the first post-AGM committee meeting on 10th March.

Deadline for submission of agenda items for the AGM.

### w/c Monday 17th February

Finalisation of AGM agenda and committee nomination list.

### Monday 24th February 2025

Email to all members and parents/carers of junior members to include AGM Agenda, Annual Reports (or links to them), committee nomination details and charity shortlist.

#### **4. CHOSEN CHARITY FOR 2025/26**

Members were asked to nominate a charity to support for the 2025/26 membership year. No nominations were received so, the shortlist below (which contains charities previously shortlisted by the social team but not selected) was approved and will be put to a members' vote at the AGM.

- Chopsticks – supports adults with disabilities to develop new skills in a workshop environment in Northallerton – <https://www.chopsticksnorthyorkshire.co.uk>
- POSCH (Parents & Carers of Special Children) – supports local parents and families of children with additional and special needs – <https://posch.org.uk>
- Hambleton Community Action – offers several services for the local community, including volunteer befriending and carers' respite schemes, a community car service, a 'wheels-2-work' moped loan scheme, social activities, a shopping scheme, and supported volunteering opportunities – <https://hambletoncommunityaction.org/whatwedo>



## 5. ROLE REMINDERS AND INSTRUCTIONS

Committee members were reminded to ensure that role reminders and instructions are up to date on the HARC website ahead of the AGM so that there can be a smooth handover for any roles which 'change hands'. Support is available from CL and GW. It was agreed that CL would prepare a short instructional video to share in the Committee WhatsApp group to assist with this.

**ACTION – CL to prepare instructional video and share in WhatsApp group**

## 6. NEXT MEETING

As per the schedule agreed at the meeting in March 2024, the next meeting after the AGM will be held on Monday 10<sup>th</sup> March and will focus on role allocation for the 2025/26 year. The venue will be decided after the AGM.