

## HARC Committee Meeting Minutes

Meeting held: Monday 7<sup>th</sup> June 2021 (via Zoom)

Attendees: Ruth (Chair), Chris, Gemma, Anna, Sara, Tony & Kay

Apologies: Nigel, Alice

### 1. Review of previous minutes & Matters Arising

NYSD League application ongoing, due date is end of September

Confirmed donation to be made after CASC Status is confirmed

EA Registration numbers to be added to HARC website – done

HARC Tax year change – completed

CASC Application – ongoing with Chris. May require a change to Articles in which case Directors will submit relevant changes

### 2. Reports

Head Coach's report – no questions

Treasurer's report – confirmed need to refund members who have kit credit following 1<sup>st</sup> claim transfer (ca £50) – ACTION Gemma

Membership Secretary's report – query regarding split of new members vs those renewing, what is it and do we need to look at following up with previous members to remind them membership is due? ACTION Alice to look into this

### 3. Repayment of director's loan

Confirmed that the club currently has the funds to repay the loan of ca £1300. Committee agreed to immediate repayment of the loan

### 4. Committee Structure and Roles

Kay reported back on the progress the subcommittee had made defining roles. Draft role outlines had been shared with the committee and feedback received from one member. The following points were noted:

- Grant Applications/Fundraising/Events: Several members expressed concern that this role is too large in its current form. Noted that Grant Applications will be a significant administrative burden, aside from anything else in the current role description
- Deputy Welfare Officer: To be filled by Chris to provide gender balance and spread across the 3 HARC Hubs
- All role descriptions should include the succession planning text by default

It was agreed that the subcommittee will meet again to incorporate feedback already received and to finalise the remaining role descriptions

[Note – last meeting included an action for all committee members to check their existing roles and begin documenting role specific processes as part of succession planning. ACTION ALL]

### 5. Club Principles

Following agreement of the club principles at a previous meeting, all agreed that these should be transferred onto the club website. Also potentially the club trackmap which Chris produced for the AGM. Also agreed that the club principles can form the basis of a social media drip feed campaign

ACTION – Gemma & Chris to begin translating information onto website

#### 6. Mental Health Champions

Kay & Anna shared that they have completed initial review of the documentation shared by EA. Next steps are to roll out the programme to members via face to face, social media and via the club website. Noted that MHCs are not experts and merely signposters – signposting information to be provided to members as well

ACTION – Anna & Kay to devise action plan, working with Chris for appropriate resource information particularly for U25s

#### 7. Kit Orders

All agreed that the desirable process would be for the club to hold stock of technical tshirts to avoid lengthy waits for members but as this would require significant investment it isn't appropriate right now. Agreed to stick with current process and monitor

ACTION – Anna to remind members of the kit ordering process, including the fact they can order direct from Kukri for a faster delivery time if needed

ACTION – Anna to remind members club kit will be required for all event and junior sessions as well as recommended for all club sessions

#### 8. Member feedback

Anna shared that a significant amount of feedback had been collected from the recent survey and agreed to continue distilling the feedback into posts to share with members. Also potential to use this in social media campaigns

#### 9. Park Run Update

Current estimate is for Park Run to return on Sat 26<sup>th</sup> June but this is dependent on a significant proportion of landowners/councils giving permission. Next announcement due Friday 11<sup>th</sup> June

#### 10. WhatsApp Groups

Chris proposed creation of a WhatsApp group for official session notices only. Posting would be restricted to group admins so no chat. All agreed this would be appropriate and that Run Leaders should be the admins/posters

ACTION – Chris to create group and invite members, as well as amending introduction email to reference this

#### 11. Other business

There was no other business

#### **Date of next meeting**

The next meeting is scheduled for Monday, September 6<sup>th</sup> 2021 at 7pm