

## HARC Committee Meeting Minutes

Meeting held: Monday 12<sup>th</sup> April 2021 (via Zoom)

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

Apologies: Beth, Nigel

### 1. Reports

Chair's report – no questions

Head Coach's report – Committee Agreement to join the NYSD cross country league

ACTION – Chris to apply to join league and clarify payment status; Intention is that HARC pay the league registration then individual athletes pay event registration fees; Chris to confirm payment mechanism, is it direct to NYSD league or can it be through HARC website?

Additional points raised re coaching – restart of the after school club and other activities means we need to look at accelerating the planned coaching assistant qualifications. Proposal was made that Gemma should go for qualification immediately and self-fund until the club can pay however Tony kindly offered to sponsor the first qualification (est cost £185) as a donation. Post meeting it was agreed that it would benefit the club to hold off the donation until we have CASC status so we can claim Gift Aid

ACTION – Gemma to advise Tony when and how to make the donation

Track days – Chris to investigate a track day for anyone interested, ideally prior to recommencement of Park Runs in June

Treasurer's report – no questions

Membership Secretary's report – no questions. Noted that as athletes are given EA registration numbers these should be logged on the HARC website to ensure results are pulled through.

ACTION – Alice to liaise with Chris & Gemma to get info on to HARC website

### 2. Committee Structure and Roles

Following on from the AGM and previous committee meetings there had been a need to clarify structure and roles of the committee as well as to focus on succession planning/documentation of activities. The following were discussed:

- Vice Chair: The current club Articles and EA Guidance states the Treasurer will deputise in the event of the chair being unavailable. All agreed there was no need to change this
- Additional Roles: A number of additional roles have been identified as needing to be filled including, but not limited to Park Run organisation, Fundraising, Cross Country team management, Mental Health Champion. Others such as Officials coordination, Route planning, event management could also be helpful for the club
- Publicity: Clarity needed on the role of the publicity officer
- Fundraising: There are a number of grants available to clubs like ours and we should investigate these asap. Application process is likely to be time consuming

In view of all of the above it was agreed that a working party should be formed to look at the overall roles and scope. Working party to consist of Kay, Gemma, Tony and Anna and to report back to next committee meeting

It was also agreed that all current committee members should look at the available role descriptions on Basecamp and suggest any scope changes. In addition, all committee members should consider documenting any processes, contacts or details which would be helpful to someone following them into the role

**ACTION:** All committee members to check their existing roles and begin documenting processes as necessary

### 3. Publicity

Specific query around the scope of the publicity role – to be examined by the working party noted above

### 4. Committee Transparency and Openness

It was noted that the committee should be an open and honest forum where all opinions and feelings are shared openly. All committee members should share any feedback, suggestions and concerns within the committee WhatsApp group

### 5. Kit

It was agreed that the proposed price increases for Club Kit should be applied. It was also noted that the delivery times for club vests from Kukri means that it will be necessary for the club to hold reasonable stock of both mens and ladies vests.

### 6. Club Financial Year

Agreed to change the financial year end to 31<sup>st</sup> March.

**ACTION:** Gemma to update accounting software and notify HMRC

### 7. Buddying feedback

Chris, Anna & Kay to meet to discuss individual feedback on the buddy system

### 8. Other business

Club runs: It was noted that the run/walk sessions Polly has been doing have been helpful for those members recovering from injury/breaks from running. Tony also expressed concern that the club is becoming race focussed and that risks leaving members behind who don't wish to race. Agreed that this will be looked at as part of the working party on committee roles – what can be done and whether it is necessary to have someone coordinating those activities

**CASC Status:** Agreement for Chris to proceed with CASC application

**Mental Health:** Anna confirmed the club has registered for England Athletics Run & Talk programme which involves developing our mental health charter and mental health champions. Initially this will be led by Anna & Kay but expanded as needed in future

### **Date of next meeting**

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