

These are the minutes of the Quakers Running Club Annual General Meeting, held on 3rd April 2019, at The Mowden Pub, Staindrop Road, Darlington.

Attendees (53)

Roy Macdougall	Michelle Dale	Phil Rutter
Wendy Noble	Lisa Alderson	Julie Whinn
Neil Gooding	David Ledgerwood	Kathryn Plant
Julie Russell	Lisa Jenkins	Ian Hart
Dave Thompson	Rob Dent	Michael Watson
Lou Trainor	Mark Colling	Adrian Colbourne
Philippa Rayner	Rebecca Bowes	Juliette McLaren
Corey Horn	Dave Jones	Sally Singleton
Rebecca Dodd	Marc Ellis	Clare Dixon
Andy Whittam	Darren Wright	Andrew Dixon
Helen Whiting	Chris Minto	Graham Park
Iain Clyde	Adrian Cottam	Annette Clarke
Olly Marshall-Moore	Gill Colling	Claire Chapman
Tom Chapman	Paul Roberts	Gill Harris
Sue New	Sandra Martin	Emma Joyeux
Wendy Colling	Brian Martin	Jeff Marriott
April Corbett	Anthony Corbett	Richie Payne
Lena Rusa	Katherine Hackett	

The Chairman started the meeting at 7:35pm.

1. Chairman's Address

Marc Ellis welcomed all attendees to the meeting. He introduced the agenda, and summarised meeting structure and housekeeping.

2. Approval of the minutes of the 2018 AGM & EGM

Approved unanimously

3. Matters Arising

Olly Marshall-Moore summarised matters arising from 2018 AGM:

3.1 Proxy voting: Management Committee charged with reviewing possibility of proxy voting. Review conducted and decided against proxy voting (or other alternative systems) at this time. Motions may be discussed and debated at AGM, and amendments tabled – therefore it remains appropriate that only attending members may vote.

3.2 Financial budgeting: Management Committee charged with implementing a financial budgeting process. As will be seen in Treasurer's report, this has been implemented this year, to good effect, with a budget framework established. This will be continued and refined in future years.

3.3 Club Awards: Management Committee charged with reviewing process for Club Awards and Presentation Night. Successfully implemented, with online nomination and voting. Slightly improved member engagement this year, but still opportunity for improvement in future years.

4. Officer Reports

4.1 – Chair

Marc Ellis extended thanks to all club officers and volunteers, with special mention of outgoing club officers. He noted the workload involved with managing a club this size, with membership peaking at 355 active members.

Thanks to those who have helped with the key roster, noting this requires ongoing volunteers.

Particular thanks to Ian Bond, for his efforts in managing the 5k Handicap series, and co-ordinating the monthly Member Spotlights.

Marc noted the successful operation of several more Beginner's Groups in 2018/19, which have been well supported by coaches and members with fantastic feedback coming from participants – "Life Changing" was mentioned.

Marc stated that since becoming chair, he's gained a fuller understanding of the organisation, administration and governance required. He noted there have been some potentially controversial and contentious issues raised this year, and expressed some disappointment at the nature of some reaction on social media. He requested that feedback and communication go through appropriate channels. He closed by reassuring AGM that all decisions are made in the best interests of the club and our members.

Questions: no questions tabled

4.2 – Treasurer

Mark Colling presented a summary of 2017-2018 income and expenditure:

You will all have had opportunity to review the accounts (which have kindly been audited by Anthony Corbett), and will have seen that we are in a very healthy financial position.

At last year's AGM, the membership requested that each area had a budget set at the start of the financial year, which was done based on expected membership numbers. The current membership has exceeded our expectations, leading to the increased balance. It is also worth noting that no area has gone over the budget set, or requested an increase to the budget.

The membership values is pretty straightforward, we get your membership fees in, and pay England Athletics for your affiliation.

Social includes any events run by the Social Committee, and any bus trips. Some invoices came in after the year end resulting in the surplus shown.

Clothing is club kit, and includes coaches vests etc which the club pays for.

Abbey Road is the cost for the playing field and pavilion, and we haven't been invoiced for the last month of the year yet.

The track is Eastbourne facilities, and the council have invoiced us for each month this year.

Coaching is the fees for LIRF and CIRF courses, any additional training courses that may be attended, and would also include any first aid courses.

Cross Country shows a profit as members have paid to run, but NYSD haven't invoiced us yet.

Track and Field also shows a profit, as NYSD hadn't cashed their cheque at the year end. Running blocks were purchased.

Fell and Trail requested LDWA membership, which is their only outgoing.

Misc is for things like flowers and stationary, with the income from the earn as you buy link Olly set up.

The Club Mark budget was set to cover the Safeguarding Young People course, and will need carrying forward to the new year.

The use of PayPal has saved me a lot of time, and limited the amount of cash having to be handled. Going forward, responsibility for the account will fall to the Treasurer to make it easier to make sure all monies are allocated to the correct area.

Questions:

Graham Park requested clarification of NYSD XC Club Fee – provided

Olly Marshall-Moore clarified the easyfundraising scheme, and LDWA membership number available via newsletter

Graham Park requested clarification of NYSD outstanding invoices

Lou Trainor requested refunds to be made to those who paid for XC entry, but did not participate

4.3 – Secretary

Olly Marshall-Moore reported EGM was well attended, operated smoothly and we successfully elected our new chair.

A regular schedule of management committee meetings has been established through the year – 6 meetings in total (average bimonthly)

- Structured committee meeting agendas and minutes
- Improved online collaboration tools made available to club officers (new email system, Sharepoint)

Olly advised that enforcement of GDPR (General Data Protection Regulations) became effective in May 2018, which led to necessary revision of Privacy and Communication Policies, and associated club governance. He noted that these policies had been published for member consultation and approved by members and officers. Olly recapped the main principles of data protection, and stressed these are legal requirements for every organisation (not a matter of opinion, or optional), and that accountability for compliance with data protection legislation sits with the appointed Data Protection Office.

Olly advised that the three club places for London Marathon were successfully allocated, and waiting list updated.

PayPal have (finally!) recognised “not for profit” status for the club’s business account, reducing fees by 2% (now 1.4% + 20p per transaction). Olly reminded members of the informal policy of club absorbing online payment fees for compulsory payments and recharging to members for optional payments.

Membership Update:

Club EA affiliation cost up to £150 for 2019/2020. Individual affiliation fee remains unchanged at £15. We ended our membership year with 355 active members. At time of AGM, 251 active members, which represents ~70% renewal - slightly improved from the same time last year. Overall membership demographic is evolving, with 37 current members coming from beginner's groups (including 3 nominated officers.) During 2018/19, 4 members transferred out to other clubs, 8 members transferred in from other clubs.

Olly advised that at time of AGM, PayPal and England Athletics accounts were fully updated, with zero balances.

Web administration:

Following resignation of previous Web Admin, the role has been handed over in the interim to Kathryn Plant and Neil Gooding, who have split the role between Content Management and Technical Support / Development. Olly noted this split is working well, and commended Kathryn and Neil to role.

In closing, Olly advised he steps down from all officer roles with all responsibilities completed, and all activities up to date.

Questions: no questions tabled

4.4 – Lead Coach

1. As we were moving through the Clubmark process in 2017, the Lead Coaches developed a Coaching Development Plan, to ensure that the Club's coaching offer remained strong; was refreshed and engaging for Members; and reflected Members training needs. The Coaches Development Plan was subsequently ratified as part of the recommendations agreed at the EGM that year.

2. In developing this plan, we identified five aims, to be worked on and achieved over the course of the following three years, and as a reminder to Members these were:

- To develop a structured programme to accommodate Beginners, and those returning to running after time away and integrate them into the Club.
- To review and refresh the Training Schedule and Session Plans on an annual basis to ensure that the Club's offer remains relevant to Members' requirements.
- To ensure that opportunities exist to train new Coaches, and develop the skills and expertise of established Coaches, thus ensuring that Coaching good practice and up to date methodology is employed through our Coaching programme.
- To introduce a formal Mentor Scheme for newly qualified Coaches.
- To develop and maintain a pool of pre-registered volunteers to assist with Training Sessions, to ease the burden on Coaches.

To develop a structured programme to accommodate Beginners, and those returning to running after time away and integrate them into the Club.

3. As Members will be aware, one of our first actions was to introduce the Beginners Group in 2017, which operates on a 'managed intake' model, and is delivered based on a 'quakerised' C25K programme over the course of 10 weeks. The aim is to enable Beginners to run a parkrun continuously at the end of the 10 week period.

5. Our Beginner Programme continued in 2018, with new Coaches offered the opportunity to become involved. We did adapt certain elements as we had learnt from the previous year and did not offer a Winter intake due to the weather issues experienced during the previous Winter period. Our latest Beginners Group commenced on Tuesday, 5th March 2019, and we experienced healthy numbers (18 of the 20 offered places were initially taken up, with three sign ups on the night, and a number of existing Club Members are using the Group to return to running after some time away).

5. The current Group is being led by Coaches Mike WATSON, Ian HART, Roy MacDOUGALL and Steve PADGETT. It is particularly heartening to have Mike and Ian on board in delivering this Group, as they were 'graduates' from our very first Beginners Group in 2017.

To review and refresh the Training Schedule and Session Plans on an annual basis to ensure that the Club's offer remains relevant to Members' requirements.

6. Over the course of the last year, the Lead Coaches have sought to reinvigorate the existing Training Programme by:

- a. Providing even more depth and context around our sessions on the published Training Plan;

- b. Introduced new sessions to refresh the Training Programme, including
 - i. 1000m Reps on Conyers Avenue, Barnes Road and Claxton Avenue;
 - ii. Swaledale Avenue Hill Session, with effort continued on Birkdale Road, before recovery is taken on Lunedale Road;
 - iii. the 'Bury Blast (600m reps taking in Thornbury Rise and Highbury Road);
 - iv. 500m reps (Mowden Walk, Edgecombe Drive and Barnes Road); and
 - v. our 'Buy One Get One Free' session – 400m reps on Wilton Drive, Carleton Drive and Villiers Close, or Clare Avenue, Nunnery Lane and Wilton Drive.
 - vi. April will also see us trial the 'Deneside Dash 1000m reps session, and in May we will offer an off-road Hill Session on West Park.
- c. Continued the XC training sessions throughout August and September (HUGE thanks to Graham, Anthony, Marc, Sue and those other coaches who assisted with the sessions);
- d. Several of the Coaching Team have worked directly with individuals, providing bespoke Training Plans and guidance, which has paid dividends in many cases.

To ensure that opportunities exist to train new Coaches, and develop the skills and expertise of established Coaches, thus ensuring that Coaching good practice and up to date methodology is employed through our Coaching programme.

- 7. We have lost several Coaches from our Coaching Team over the course of the last year. Mic DOUGHTY and Andrew LAMBE have left the Club, and Lucia MINTO has moved away. Other Members of the Coaching Team have stepped down due to a change in their personal circumstances, or for their own personal reasons (Mark COLLING, Darren WRIGHT, Phill JOHNSTON, etc.). We would just like to thank those who have stepped down for the time they have given to coaching at the Club.
- 8. Having lost Members of the Coaching Team, we have naturally had to replace those who have moved on, and this year we spent 81% of our Coaching budget on training new LiRFs and CiRFs. We followed up on interest previously expressed by Anna HARDY and Pip RAYNER, who are now qualified LiRFs, and we were also pleased to be able to put Mike WATSON, Ian HART, Tom CHAPMAN, Paul ROBERTS and Brian McLAREN through the LiRF Course. Lee MORRIS has just began the next stage of his coaching journey and started the CiRF Course.

We were also pleased to welcome Claire CHAPMAN and Rebecca DODD to the team, who held LiRF qualifications prior to coming to the Club.

- 9. In terms of continuous professional development for our existing Coaches, working with our England Athletics Club Liaison Officer, we secured several free places on local Movement Skills Courses and Physical Preparedness Courses, which were offered to our Coaching Team in 2018.
- 10. We also secured three Club Run-style sessions, delivered by an England Athletics Level 3 Endurance Coach (Darren REEVELL) in February, March and April. All Coaches were provided with the opportunity to attend the sessions. The sessions were an opportunity for Members to receive high quality sessions delivered by an experienced Coach, but also for Coaches to speak and work with Darren on the sessions and learn from his experience. Particular emphasis was placed on drills and

activations during Darren's sessions, and this is something we are keen to see developed and delivered through the Club's sessions going forward. Darren also provided some information around strength and conditioning, warm ups, etc. and this information has been circulated to the Coaching Team. These sessions were delivered free of charge to the Club following (some not insubstantial) work conducted by the Lead Coaches with our England Athletics Club Liaison Officer and Darren himself.

11. Again, working with our England Athletics Club Liaison Officer, and lecturers at the University of Northumbria, the Lead Coaches were pleased to present Coaches with a Sports Psychology Workshop in January 2019. This delivered on a request from the England Athletics Coaches Survey conducted in Summer 2018. We were able to deliver the morning session free of charge to the Club, with all costs (including the hire of St. Augustine's Parish Centre) met by England Athletics. Again, this event took a lot of time to arrange, however it was certainly a worthwhile session.

To introduce a formal Mentor Scheme for newly qualified Coaches.

12. As in the previous year, we endeavoured to support our newly-qualified LiRFs as much as possible, however there is probably much more that could have been done in terms of a formal Mentor Scheme to support new Coaches. This will form part of the focus in year three of the Development Plan.

To develop and maintain a pool of pre-registered volunteers to assist with Training Sessions, to ease the burden on Coaches.

13. Likewise, a more informal approach has continued to be adopted so far, with some Members volunteering to assist with sessions, however more work does need to be undertaken to make Members more aware of how they can assist, perhaps at times when their own running has taken a back seat (through injury, for example). Again, this will form part of the focus during the coming months.
14. Looking to the future, David is stepping down as Co-Lead Coach, however, should he be successfully re-elected. Paul is happy to continue in the role. If re-elected, rather than two Lead Coaches, it is proposed Paul continues as Lead Coach, and that a non-elected Coaching Administrator be appointed from the Coaching Team (this would not necessarily need to be a CiRF/Level 2 or Level 3 Coach, thus increasing the options).
15. The purpose of this role would be to provide day-to-day assistance with administrative tasks, allowing the Lead Coach to spend more time on developing the Training Schedule, the future Coaching Development Plan, and working with England Athletics to provide further opportunities for our Coaches' continuous professional development. We also hope to purchase more equipment for use during sessions, which will take additional volunteer time, and the Lead Coach will lead on providing evidence with reference to the 'Playing Programme' criteria in relation to our Clubmark application.

Questions: no questions tabled

4.5 – Development Officer

Emma and Philippa updated the meeting that progress towards the Clubmark application had been halted upon advice from UKA, whilst a review of UKA/England Athletic involvement with Clubmark was reviewed. This review is now complete and the responsibility for Clubmark now sits with Sport Structures (Sport England's Club Matters provider for Clubmark); the development officers will now begin re-submitting the evidence files for the accreditation.

One important update to note is that the requirement for coaches to undertake the 3 hour face to face safeguarding course has been made more proportionate to the club's structure. The Welfare Officers, Lead Coach and Development Officers will undertake the face to face training, but all other coaches will only be required to undertake the online version of the safeguarding training – which is now a pre-requisite of renewing coaching licences i.e. the online safeguarding training is now mandatory by UKA.

4.6 – Social Committee

Julie Whinn reported that through a variety of events and donations, we have raised a total of £1,723.77 for St Teresa's Hospice, the chosen charity for 2018/19.

There were multiple nominations for the 2019/20 supported charity, and 80 votes placed. With 31% of the votes, the supported charity for 2019/20 will be Darlington MIND.

Questions:

Kay Bell highlighted that raffle prize donations should be checked to ensure they remain in date (having won a bottle of Sangria dated 2014!)

6. Club Officer Election

Chair	Marc Ellis	Elected unanimously
Treasurer	Ian Hart	Elected unanimously
Secretary	Mike Watson	Elected unanimously
Membership Secretary	Lena Rusa / Lisa Jenkins (shared)	Elected unanimously (both)
Lead Coach	Paul Dalton	Elected unanimously
Development Officer	Emma Joyeux / Philippa Rayner (shared)	Elected unanimously (both)
Club Trip Administrator	Michelle Dale	Elected unanimously
Press Secretary	Rob Dent	Elected unanimously
Web Administrator	Kathryn Plant / Neil Gooding (shared)	Elected unanimously (both)
Welfare Officer (Female)	Clare Dixon	Elected unanimously
Welfare Officer (Male)	Andrew Dixon	Elected unanimously
Team Captain - Road (Female)	Lisa Alderson	Elected unanimously
Team Captain - Road (Male)	Michael Joyeux Dave Jones	Not elected Elected by majority
Team Captain - Track & Field (Female)	Rebecca Devine	Elected unanimously
Team Captain - Track & Field (Male)	Paul Roberts	Elected unanimously
Team Captain - Cross Country (Female)	Sue New	Elected unanimously
Team Captain - Cross Country (Male)	Graham Park	Elected unanimously
Team Captain - Trail & Fell (Female)	Claire Chapman	Elected unanimously
Team Captain - Trail & Fell (Male)	Mark Colling	Elected unanimously
Statistician	April Corbett	Elected unanimously
Club Championship Administrator	Juliette McLaren	Elected unanimously
10k Leagues Administrator	Rob Dent	Elected unanimously
Clothing & Kit Officer	Rob Gillham	Elected unanimously
Race Development Committee	Anthony Corbett	Elected unanimously
	April Corbett	Elected unanimously
	Richard Payne	Elected unanimously
	Roy Macdougall	Elected unanimously
Social Committee	April Corbett	Elected unanimously
	Emma Joyeux	Elected unanimously
	Julie Whinn	Elected unanimously
	Linda Harrington	Elected unanimously
	Sue New	Elected unanimously
	Wendy Colling	Elected unanimously

7. Member Motions

6.1 - Management Committee minutes

Motion proposed by Graham Park:

It is moved that minutes from all Management Committee meetings be published to all club members, via the weekly newsletter.

Amendment proposed by Olly Marshall-Moore, on behalf of Management Committee:

It is moved that minutes from all Management Committee meetings be published to all club members, via the weekly newsletter; management committee reserves the right to redact or edit minutes to preserve personal confidentiality and / or commercial sensitivity, as required.

Vote: Amended motion passed unanimously

6.2 – London Marathon Club Entries

Motion proposed by Jeff Marriott:

It is moved that club entries for the London Marathon be allocated to club members by way of annual ballot – replacing the current waiting list mechanism.

Jeff Marriott explained his motion. Andy Whittam enquired length of current waiting list – Olly Marshall-Moore confirmed 42. David Thompson requested clarity on process for deferral / declining waiting list place. Healthy discussion ensued.

Vote: motion rejected by majority

Subsequent motion proposed by Tom Chapman, to split mechanism for allocation of places – half by waiting list, half by ballot. Olly Marshall-Moore clarified Quakers currently allocated 3 club places, unlikely to increase to 4 this year. Proposal rejected by chair – AGM already indicated intent for allocation of places.

Subsequent motion proposed by Roy Macdougall, to limit number of deferrals from club waiting list to 2. Additional option of 1 also considered.

Vote:	No change to deferrals	0 votes
	1 deferral permitted	17 votes
	2 deferrals permitted	28 votes - passed

Chair thanked everyone for attending and the meeting closed.

