

## Management Committee Meeting

Minutes of meeting held at Emma Joyeux's residence, Darlington at 7.30pm on Wednesday 5 June 2019

Present: Marc ELLIS (ME)  
Ian HART (IH)  
Emma JOYEUX (EJ)  
Philippa RAYNER (PR)  
Mike WATSON (MW)

Apologies for Absence: Paul DALTON

1. Minutes from previous meeting Wednesday 1 May 2019 approved.

2. Chairman's Business

a. [Redacted]

b. ME suggested ex members that are on the London Marathon waiting list but had recently left the club at 2019/20 membership renewal should be taken off. MW to deal with this.

c. ME has been contacted by the Chairman of Darlington Harriers and Darlington Triathlon Club for a meeting. ME unsure why but will attend. Day and time to be confirmed.

3. Financial

IH presented a cashflow for the current financial year along with a budget open to change.

Actual bank balance at end of May 2019 £15,627.85.

Estimated main costs from June 2019 onwards – Abbey Road £1,855; Track £520; Coaching £1,440; Clubmark £1,225; Equipment £300; IT Maintenance/Development £1,000. Forecast cash position at February 2020 £8,658.

Overall going forward cash position looking healthy.

IH reported £601 had been paid into the bank account from the previous organisers of the 'club trip'.

IH happily reported bank mandates have now successfully been completed and handed in to Newcastle branch 5 June 2019. This whole process has not been helped by staff at HSBC not being up to speed with what forms should be completed and who from QRC needs to sign said forms and how many signatories required. At least now all resolved. Internet banking forms to be completed in due course.

#### 4. QRC Officer Update

Informal get together of Officers took place at The Travellers at 7.30pm on Wednesday 22 May 2019.

ME had received good feedback from those that attended, and it was commented Officers felt more part of the club, giving an update on how their roles were proceeding and how could maybe be improved. Was good to get any concerns voiced.

It was suggested the Officer informal get together could become a regular event either quarterly or half yearly.

The Female Welfare Officer role has become vacant due to Clare Dixon no longer being able to fulfil this role and has stepped down. Claire Chapman has put herself forward to fill this role on an interim basis. Claire will carry out this role alongside the Male Welfare Officer, Andrew Dixon, until the next AGM meeting.

As the role of Welfare Officer is an elected role a post will be put in the newsletter asking those members that wish to put themselves forward to fulfil the role in the interim to contact the Club Secretary by Friday 21 June 2019 and on receiving such interest an EGM will be called.

#### 5. Club General

##### 5.1. **Clubmark**

Martin Ford, new assessor assigned from Sport England.

Sections 1.1, 1.3 and 1.4 completed and approved.

5 year club development plan to be drawn up within 6 months but 12 months a more realistic target.

List of current CiRF's and LiRF's to be drawn up to include name, qualification, active or dormant, DBS, first aid. This is required for section 1.5.

As part of Health & Safety, First Aid course to be made available to Coaches, to gain a qualification in the essentials of First Aid. This will at some point become mandatory with England Athletics for those wishing to become a LiRF or CiRF and those renewing their coaching licence to hold a First Aid qualification.

EJ to contact St John Ambulance to enquire about their Essential First Aid Course and to try and arrange for this to take place in Darlington. On successfully completing the course, an Attendance Certificate is received which is valid for 3 years. Cost to be borne by the Club.

First Aid kits to be worn by Coaches. A stock check of current kits to be carried out.

##### 5.2. **2019/20 Member Update**

MW produced monthly table drawn up by the Membership Secretaries detailing current situation with membership.

As at 3 June 2019 there were 301 active members, up 31 from previous month. Very positive position for the club.

### **5.3. Club Trip**

ME reported as at date of meeting there had not been much interest shown in Bournemouth trip. Cost based on 2 people sharing a room is £250 per person which includes coach travel and 3 nights stay in a hotel. Received one quote for coach of £3k. This is from Garnetts. If possible, another quote should be obtained.

### **5.4. Cash Handling Policy**

Payment for Race Night to be made available online to reduce numbers paying by cash.

Look into paying for kit online.

### **6. I.T.**

ME to speak to Lisa Johnstone to ask if willing to help redesign/refresh website.

Agreed IH to settle two invoices from Olly Marshall-Moore covering period April 2018 to March 2019 and April 2019 to March 2020 for web hosting and Office 365 including Sharepoint.

### **7. Any other Business**

a. ME thought a good idea to ask Dan Rowlands if it would be possible a club vest can be put on display in the Up & Running shop to advertise the Club.

b. For this year's Darlington 10k, ME suggested a Club vest with the website printed on be put in a prominent location. Maybe a leaflet can be printed.

### **Date of next meeting**

7:30pm Wednesday 10 July 2019