

Management Committee Meeting

Minutes of meeting held at Philippa Rayner's Residence, Middleton St George at 7.30pm on Wednesday 10 July 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 5 June 2019 approved.

2. Chairman's Business

a. ME commented on the Facebook post made concerning having names put on vests. The post highlighted how it would be nice to cheer on members during a race and knowing who you are cheering but at the moment, not all have names on. Must be said it's not compulsory to have names on, up to the individual member.

England Athletics rules concerning names printed on vests are for road races it is allowed, but for Cross Country, Track & Field and Relays it is prohibited.

An idea might be to publish rules concerning this matter on the website with a note exonerating the club of all responsibility for those members that wear their name on their vest in disciplines where it is against England Athletics rules.

b. ME thought first informal officer meeting went very well and suggested they should maybe become common place, possible every quarter.

c. ME very happy with where things currently stand with the club. Looking good going forward.

3. Financial

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

Actual bank balance at end of June 2019 £15,259.

Estimated main costs from July 2019 onwards – Abbey Road £1,713; Track £520; Coaching inc First Aid £2,380; Clubmark £1,225; Equipment £300; IT Maintenance/Development £1,000. Forecast cash position at February 2020 £8,121.

Overall cash position looking healthy.

IH reported new bank mandates now processed by HSBC and in force. ME, IH and PD signatories to the account. Completed and signed application forms for online banking handed in to HSBC branch in Newcastle. Once operational, this will help speed up payments and able to monitor the bank account on a daily basis to better facilitate cash flow.

4. QRC Officer Update

The Female Welfare Officer role has become vacant. 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.

Due to there being no interest shown in this post at the closing date, Claire Chapman will continue as interim Female Welfare Officer. It is very much appreciated Claire carrying out this duty.

5. Club General

5.1. **Clubmark**

Sections 1.1, 1.3, 1.4 and 1.7 submitted, approved and signed off.

Sections 1.2, 1.5, 4.1, 4.2 and 4.5 submitted but not yet been looked at.

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 contacted St John Ambulance to enquire about their Essential First Aid Course 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.

The first of these course's was attended on 5th August 2019 at St Mary's Cockerton Primary School by 10 coaches. On completing the course each coach was handed a new First Aid bum bag including kit.

5.2. **2019/20 Member Update**

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

As at 7 July 2019 there were 308 active members, up 7 from previous month. Steadily increasing each month. Very positive position for the club.

Ex members are currently kept on club database for 2 years. Agreed to keep as same.

5.3. Club Trip

ME reported as at date of meeting only 8 people had shown an interest in the Bournemouth trip. Currently it is not cost effective to go ahead. Michelle Dale to have one final push to increase numbers. If no luck it will not go ahead. If this is the case, then MD to look at possibility of overseas trip where it is hoped there will be much more interest shown.

5.4. Cash Handling Policy

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

Look into paying for kit online.

6. I.T.

[Redacted]

Date of next meeting

7:30pm Wednesday 28 August 2019