

Management Committee Meeting

Minutes of meeting held at Blackwell Grange Hotel, Darlington at 7.30pm on Wednesday 16 October 2019

Present: Paul Dalton (PD)
Marc Ellis (ME)
Ian HART (IH)
Emma JOYEUX (EJ)
Philippa RAYNER (PR)
Mike WATSON (MW)

Attended by Invitation: Lisa JOHNSTONE (LJ)

1. I.T.

Update on new website from LJ:-

a) LJ's opinion on a website for a running club should be to showcase the club to new and existing members. It should be used as a portal for the exchange of information advertising or collective achievements. It should not be used as a live database in which two secretaries are making amendments to members details in a roundabout and time consuming way.

The website should be forward facing with an e-commerce facility. An online store allowing for the purchase of kit, memberships, cross country fees and social event tickets.

b) LJ enquired is it necessary or desirable to have circa 320 members logging in to renew their membership and pay for event tickets?

Having spoken to the Membership Secretaries, LJ feels that in order to achieve the aim of simplifying our digital processes, membership could be managed via a database editable by them. This database could be held in a cloud where other officers can view it e.g. the newsletter team will see any amendments and can amend their lists in Mailchimp accordingly.

c) For membership renewal, this could be changed to a simple product payment with an email being sent to the Membership Secretaries advising when a payment has been made. Similarly, with payments made for social events etc. The need though for members currently to login in to renew membership, purchase event tickets etc seems overly complicated. Should be able to purchase as a guest keeps people away from the back end of the site.

d) Admin access to the back end of a website should be strictly limited in order to maintain security. By rebalancing the way the website is used will help keep the site secure.

2. Minutes from previous meeting Wednesday 28 August 2019 approved.

3. Chairman's Business

a) Social Committee enquired about a date for the presentation night. 7th March 2020 possibility at St Augustine's Parish Centre. Would be fantastic if can arrange for a special guest to attend.

b) Social Committee has looked at various venues for the club's 25 year anniversary celebrations in May 2020. Mowden Rugby Club looking like the ideal venue. Agreed club will contribute £500 towards cost.

4. Financial

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

Actual bank balance at 27 September 2019 £14,589.

Estimated main costs from October 2019 onwards – Abbey Road £1,142; Track £240; Coaching inc First Aid £850; Clubmark £1,205; Equipment £300; IT Maintenance/Development £1,000; Cross Country Fees & Whitby Bus £713; Charitable Donations (Mind) £945. Forecast cash position at February 2020 £8,696.

Overall going forward, cash position looking very healthy.

5. Club General

5.1. Clubmark

Remaining documentation to be submitted by 1st November 2019. A lot of work still to be done to achieve this deadline.

5.2. 2019/20 Member Update

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

As at 16 October 2019 there were 316 active members, up 1 from 25 August 2019. For the period not a great intake but this could be due to the time of year. Pretty confident new members will return to an average of around 3/4 per month.

5.3. England Athletics Fees

a) As from 1 April 2020, annual athlete registration fee will increase by £1 to £16 per person. This fee has remained unchanged since 2017-18. Due to this increase taking place before the next AGM where it will be voted on, the Management Committee has agreed the club will absorb this increase for 2020-21. Members will therefore pay upon renewal at 1 April 2020 £35 as previous year.

b) Club affiliation fee will remain unchanged at £150 for 2020-21.

5.4. Newsletter

Following advert for Communications Assistant to edit and publish the weekly newsletter, AW and HW applied for the post and was agreed they would job share this new role.

5.5. Officer Roles

KP to step down 27 October 2019 from Web Administrator role. Position advertised in newsletter but as yet no response.

6. Coaching

- a. All sessions well received over the past month.
- b. ME, HS and BH attended Eastbourne Sports Complex 12 October 2019 to undertake and complete the LiRF course. All three now part of the coaching team.
- c. DA has shown an interest in taking Strength & Conditioning sessions for members once qualified as a CiRF. PD to look into hiring room at Abbey Road for the sessions. If go ahead maybe have a trial run.
- d. PD asked all current coaches if they are still happy to coach or wish to come off the coaching roster. This exercise was carried out so the interim Lead Coach would be provided with a list of those who will definitely be available to them at 1st January 2020 when PD steps down at the end of December 2019.

7. Any other Business

None

Date of next meeting

7:30pm Wednesday 20 November 2019