

Management Committee Meeting

Minutes of meeting held at Blackwell Grange Hotel, Darlington at 7.30pm on Wednesday 28 August 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 and Neil Gooding

1. I.T.

Following the decision made to re-fresh the club's website, been a few years since this was last carried out, a proposal was made by Lisa Johnstone on the club's website redevelopment, adding an e-commerce store and to extend membership facility.

Main points:-

- a. To re-design and develop a multi-page website to provide a completely fresh feel, more up-to date look and encompassing modern features to provide the site user/visitor with an excellent experience be it accessing the site via smartphone, tablet, laptop or desktop.
- b. To develop an online store to allow purchases of club kit, membership renewals, Beginners Group, cross country and social events, via the club shop page.

The site will include a fully functional online store with basket and checkout accepting online payments such as credit/debit cards, apple pay and PayPal. The online store will be optimised for tablet, smartphone, laptop and desktop.

- c. Time frame – to be fully up and running by March 2020.

2. Minutes from previous meeting Wednesday 10 July 2019 approved.

3. Chairman's Business

None

4. Financial

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

Actual bank balance at end of August 2019 £14,106.

Estimated main costs from September 2019 onwards – Abbey Road £1,142; Track £280; Coaching inc First Aid £850; Clubmark £1,205; Equipment £300; IT Maintenance/Development £1,000;

Charitable donations and cross country fees £669. Forecast cash position at February 2020 £8,592.

Overall going forward, cash position still looking very healthy.

5. Club General

5.1. Clubmark

As of August 2019, Sport England is no longer providing general support for accreditation through Clubmark. Following this announcement, clubs have until 1st November 2019 to submit remaining sections where a new scheme will be developed. There is though through what has been completed so far, good governance in place and would be beneficial for the club if this work was to continue to the finish.

5.2. 2019/20 Member Update

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

As at 25 August 2019 there were 315 active members, up 7 from previous month. Each month new members are being added which is a very positive position for the club to be in.

5.3. Club Trip

Bournemouth trip cancelled due to little interest. Much more interest shown in having an overseas trip.

5.4. Newsletter

Advertise for Communications Assistant to edit and publish the weekly newsletter. Opportunity for a member to help behind the scenes of the club. This could be a job share role.

6. Coaching

- a. All sessions well received over the past month. Two new sessions well received.
- b. Cross country sessions commenced.
- c. 5k-10k Group well attended once again with positive feedback.
- d. Marc Ellis, Helen Spaven and Billy Harris to be put through the LiRF course. Funds originally allocated for equipment to be diverted to cover cost of putting all three through the course.

7. Any other Business

- a. 25th Anniversary of the club next year. Engage old and new members with ideas of how to celebrate this occasion. Look to publish a history of the club as part of the celebrations.

Date of next meeting

7:30pm Wednesday 16th October 2019